

# PLEASE NOTE VENUE

## SCRUTINY CO-ORDINATING COMMITTEE AGENDA



Friday 29 June 2007

at 2.00 pm

in Owton Manor Community Centre,  
Wynyard Road, Hartlepool

MEMBERS: SCRUTINY CO-ORDINATING COMMITTEE:

Councillors Akers-Belcher, Brash, R W Cook, S Cook, Fleet, Flintoff, James, Laffey, A E Lilley, G Lilley, A Marshall, Plant, Preece, Shaw, Simmons and Wright.

Resident Representatives:

Linda Shields, Ian Campbell and Iris Ryder

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **MINUTES**
  - 3.1 To confirm the minutes of the meeting held on 18 May 2007.
4. **RESPONSES FROM THE COUNCIL, THE EXECUTIVE OR COMMITTEES OF THE COUNCIL TO REPORTS OF THE SCRUTINY COORDINATING COMMITTEE**

No Items
5. **CONSIDERATION OF REQUEST FOR SCRUTINY REVIEWS FROM COUNCIL, EXECUTIVE MEMBERS AND NON EXECUTIVE MEMBERS**

No Items

# PLEASE NOTE VENUE

## 6. FORWARD PLAN

- 6.1 The Executive's Forward Plan – *Scrutiny Manager*

## 7. CONSIDERATION OF PROGRESS REPORTS / BUDGET AND POLICY FRAMEWORK DOCUMENTS

No Items

## 8. CONSIDERATION OF FINANCIAL MONITORING/CORPORATE REPORTS

- 8.1 2006 / 2007 Final Outturn Strategy – *Chief Financial Officer*

## 9. ITEMS FOR DISCUSSION

- 9.1 Role of the Scrutiny Co-ordinating Committee – *Scrutiny Manager*
- 9.2 Determining the Scrutiny Co-ordinating Committee Work Programme 2007/08 – *Scrutiny Manager*
- 9.3 Scrutiny Forums – Draft Work Programmes 2007/08 - *Individual Scrutiny Forums' Chairs:-*
- (a) Adult and Community Services and Health Scrutiny Forum;
  - (b) Children's Services Scrutiny Forum;
  - (c) Neighbourhood Services Scrutiny Forum; and
  - (d) Regeneration and Planning Services Scrutiny Forum.

## 10. CALL-IN REQUESTS

## 11. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

### ITEMS FOR INFORMATION

- i) **Date of Next Meeting Friday 3 August 2007, commencing at 2.00 pm in Owton Manor Community Centre, Wynyard Road, Hartlepool.**

# **SCRUTINY CO-ORDINATING COMMITTEE**

## **MINUTES**

18 May 2007

The meeting commenced at 10.00 a.m. at Owton Manor Community Centre, Hartlepool

**Present:**

Councillor: Marjorie James (In the Chair)

Councillors: Rob W Cook, Ann Marshall, Arthur Preece, Jane Shaw, Steve Wallace and Gerald Wistow

Also Present

Councillor Jonathan Brash

Resident Representatives:

Linda Shields, Ian Campbell and Iris Ryder

Officers:

Peter Turner, Principal Strategy Development Officer  
Joan Wilkins, Scrutiny Manager  
Penny Garner-Carpenter, Strategic Housing Manager  
Denise Wimpenny, Principal Democratic Services Officer

Also Present

Deborah Gibbon, Teenage Pregnancy Co-ordinator  
Sandra Saint, PSHE and Health Schools Co-ordinator

### **250. Apologies for Absence**

Apologies for absence were received from Councillors Caroline Barker, Harry Clouth, Mary Fleet, Steve Gibbon, Pauline Laffey and Edna Wright

### **251. Declarations of interest by Members**

Councillor Stephen Wallace declared a non-prejudicial interest in minute number 258.

### **252. Minutes of the meetings held on 23 March and 27 April 2007**

Confirmed.

**253. Responses from the Council, the Executive or Committees of the Council to Reports of the Scrutiny Co-ordinating Committee**

None.

**254. Forward Plan**

None.

**255. Consideration of Financial Monitoring / Corporate Reports**

None.

**256. Final Report – Scrutiny Investigation into the Provision of Sex and Relationship Education (SRE) in Hartlepool Schools** *(Chair of the Children's Services Scrutiny Forum)*

The Chair of the Children's Services Scrutiny Forum presented the report outlining the findings of the investigation into the provision of sex and relationship education (SRE) in Hartlepool schools. As part of the report, details were provided of the background to the enquiry, methods of investigation and its findings.

The Chair of the Children's Services Scrutiny Forum expressed her thanks to everyone involved in the enquiry.

**Decision**

That the content of the report and the Forum's findings and conclusions were endorsed and approved for submission to Cabinet.

**257. Final Report – Performance and Operation of Private Sector Accommodation and Landlords in Hartlepool** *(Chair of the Neighbourhood Services Scrutiny Forum)*

In the absence of the Chair of the Neighbourhood Services Scrutiny Forum, Councillor Jonathan Brash presented the report outlining the findings of the investigation into the performance and operation of private sector accommodation and landlords in Hartlepool. As part of the report, details were provided of the background to the enquiry, methods of investigation and its findings.

Members expressed their thanks to the Scrutiny Support Officer and everyone involved for their contribution to the enquiry.

The Chair conveyed her thanks to Councillor Ged Hall, the former Chair of the Forum and wished him well in his new Cabinet role.

#### **Decision**

That the content of the report and the Forum's findings and conclusions were endorsed for submission to Cabinet.

### **256. Final Report – Youth Unemployment** *(Chair of the Regeneration and Planning Services Scrutiny Forum)*

The Chair of the Regeneration and Planning Services Scrutiny Forum presented the report outlining the findings of the investigation into youth unemployment. As part of the report, details were provided of the background to the enquiry, methods of investigation and its findings.

The Chair of the Regeneration and Planning Services Scrutiny Forum commended officers for their support and contributions to the enquiry.

The Chair conveyed her thanks to Councillor Steve Wallace, the former Chair of the Forum.

#### **Decision**

That the content of the report and the Forum's findings and conclusions were endorsed and approved for submission to Cabinet.

### **257. Final Report – Social Prescribing** *(Chair of Adult and Community Services and Health Scrutiny Forum)*

The Chair of the Adult and Community Services and Health Scrutiny Forum presented the report outlining the findings of the investigation into social prescribing. As part of the report, details were provided of the background to the enquiry, methods of investigation and its findings. The importance of a co-ordinated approach to social prescribing was highlighted as well as the need to link funding into the planning process.

The Committee discussed the links with Connected Care Health Trainers and how support would be obtained from GP's and health care professionals. The Chair of the Adult and Community Services and Health Scrutiny Forum advised that social prescribing was being piloted in the NDC area by one GP and it was envisaged that his experience would help demonstrate the benefits for other GP's and patients. The advantages of promoting the public health

strategy were highlighted.

The Chair of the Adult and Community Services and Health Scrutiny Forum expressed his personal thanks to the Scrutiny Officer for her excellent contribution to the enquiry. The Chair endorsed those thanks on behalf of this Committee and suggested that this report had highlighted the benefits of involving a variety of services and that this be used as a baseline for all future enquiries.

### **Decision**

That the content of the report and the Forum's findings and conclusions were endorsed and approved for submission to Cabinet.

## **258. Final Report – Response to Hartlepool PCT's Consultation on its Proposed Management Arrangements** *(Chair of Adult and Community Services and Health Scrutiny Forum)*

The Chair of the Adult and Community Services and Health Scrutiny Forum presented the report outlining the findings of the scrutiny investigation into Hartlepool PCT's consultation in relation to its proposed management structure. As part of the report, details were provided of the background and methods of investigation and its findings.

Following a Member's concerns relating to the non-compliance of the Code of Practice as outlined in the conclusions to the report, it was reported that a decision had to be made on whether to pursue this legally or less formally. It was considered that it was not in the interest of the people to pursue this formally. In light of the concerns raised, it was suggested that greater urgency be placed on agreeing a protocol governing consultation between both organisations.

The Chair also expressed her thanks to Councillor Gerald Wistow for his commitment and work in scrutiny in the last municipal year.

### **Decision**

That the content of the report and the Forum's findings and conclusions were endorsed and approved for submission to Cabinet.

## **259. Draft Overview and Scrutiny Annual Report 2006/07** *(Scrutiny Manager)*

The Scrutiny Support Officer provided Members with the opportunity to consider the draft Overview and Scrutiny Annual Report for

2006/07, a copy of which was circulated at the meeting. Members were advised that it was a requirement of the Constitution that Overview and Scrutiny produced an Annual Report detailing the work of the Scrutiny Co-ordinating Committee and the four standing Scrutiny Forums. Following the views of the Committee in relation to the content, it would be presented to the first meeting of Council in the new municipal year and despatched to key stakeholders for information.

Members voiced their support for the draft document.

### **Decision**

- (i) That the report be received and noted.
- (ii) That the content of the draft Overview and Scrutiny Annual Report for 2006/07, be approved.
- (iii) It be noted that the Overview and Scrutiny Annual Report be presented to the first meeting of Council and subsequently despatched to key stakeholders.

## **260. Request for Items for Discussion – Joint Cabinet/Scrutiny Event of 20 May 2007** *(Scrutiny Manager)*

Items for discussion were sought from Members of the Committee which would then be used to form the basis of the joint agenda in conjunction with the issues received from Cabinet for the next Joint Cabinet/Scrutiny Event to be held on 30 May 2007.

The following agenda items were suggested:-

### **(i) Democratic Deficit**

The Chair pointed out that the recent appointment of the former Neighbourhood Services Chair to the Cabinet had created a democratic deficit. It was suggested that consideration needed to be given to how the Council's democratic processes would continue to operate in the period between Elections and Council and/or any Cabinet re-shuffle and Council. It was suggested that this be examined through the Constitution Committee.

### **(ii) Enhanced Role of Scrutiny within the Local Government Bill**

The Committee highlighted the need to ensure that arrangements were in place to deal with the effects of the Local Government Bill particularly in relation to health issues and the resource implications placed on scrutiny as

a result. The pending changes to emergency services provision and the new hospital would also need to be considered.

#### **Decision**

That the above items be put forward for discussion at the Joint/Cabinet Scrutiny Event on 30 May 2007.

### **261. Scrutiny Topic Referrals: North and South Neighbourhood Consultative Forums and an Elected Member** *(Scrutiny Manager)*

The Scrutiny Support Officer advised that a number of recent scrutiny topic referrals had been made from the North and South Neighbourhood Consultative Forums and from an Elected Member under the Scrutiny Referral Pro-forma.

The constitution identified a number of criteria to aid Members of the Committee in assessing the appropriateness of undertaking a scrutiny investigation of non-mandatory scrutiny topic referrals, details of which were outlined in the report.

Members views were sought on the appropriateness of undertaking scrutiny investigations into the topics outlined below, and if felt suitable they be incorporated within the forthcoming Work Programme for 2007/08.-

#### **(i) Role and Meaning of Extended Schools: Implications for Sustainability and Accountability and Community Usage**

At its meeting on 30 March 2007, the South Neighbourhood Consultative Forum referred this issue to Scrutiny. Given that the issue fell under the remit of the Children's Services Scrutiny Forum, it was suggested that the referral be accepted for inclusion in the 'wish list' of items from which the Children's Services Scrutiny Forum will choose its 2007/08 Work Programme.

#### **(ii) Coastal Walkways**

At its meeting on 28 March 2007 the North Neighbourhood Consultative Forum referred to Scrutiny the following issues in relation to the Coastal Walkway.

- The lack of investment in care/attention of walkways;
- The lack of access for public use;
- The need for accessibility to enhance public use and promote fitness and recreation with the town and



- The need for the provision of a link from the walkway to Hart Station.

Following consideration of the request Members were of the view that referral was too wide and required more focus in terms of the area of the walkway which it related to. As such, it was agreed that the referral be rejected and the North Neighbourhood Consultative Forum advised of the need to be more focused, as indicated above.

### **(iii) Health Deficits**

On 22 March 2007 an Elected Member made a referral through the Scrutiny Referral Pro-Forma mechanism in relation to Health Deficits. Given that the main focus of this referral related to the NHS this issue fell under the remit of the Adult and Community and Health Scrutiny Forum. The Committee felt that this referral should be rejected on the basis that it would not be productive to look in general at the issue of health deficits and suggested that it would be more appropriate to focus on one particular service area.

### **Decision**

- (i) That the referral in relation to extended schools be accepted for inclusion in the 'wish list' of items from which the Children's Services Scrutiny Forum would choose its 2007/8 Work Programme.
- (ii) That the referral in relation to Coastal Walkways be rejected on the basis that the Committee felt that the referral was too wide and required more focus in terms of the area of the walkway which it relates to.
- (iii) That the referral in relation to Health Deficits be rejected on the basis that rather than looking at the general issue of health deficits it would be more appropriate to focus on one particular service area.

## **262. Corporate Plan (BVPP) 2007/08** *(Assistant Chief Executive)*

The report set out the draft Corporate Plan (BVPP) for 2007/08. The Scrutiny Co-ordinating Committee had considered the Corporate Plan on 19 January and 13 March 2007 and had agreed the general themes for inclusion and more detailed proposals. This year, proposals had also been considered by the respective Scrutiny Forums, the findings of which were reported back to the Scrutiny Co-ordinating Committee and presented to Cabinet on 16 April 2007. Further development of the plan had taken place and would be considered by Cabinet on 29 May 2007 together with

verbal comments from this Committee.

There was a statutory requirement to publish the final Corporate Plan by 30th June and as the Plan formed part of the Policy Framework, final approval would rest with full Council.

Officers across the Council had been working and drawing together the key Performance Indicator information for inclusion within the Plan. This information was shown under each of the Corporate Plan sections. The remaining non-key Performance Indicator information was also included where available, although by necessity, some Indicators would not be available until June.

Part 1 of the Plan, attached at Appendix A, described the Council's priorities including how weaknesses would be addressed and Appendix B contained the detailed supporting information relating to the performance statistics that the Council was required to publish.

Following discussion in relation to the outstanding performance indicators, it was agreed that authority be delegated to the Scrutiny Chair's to receive and consider these indicators, on behalf of the Scrutiny Co-ordinating Committee, at their next meeting.

The Committee went on to consider the Corporate Plan 2006/07 in which the following comments were raised:-

#### Lifelong Learning and Skills

A resident representative queried whether the Lifelong Learning and Skills Partnership was being disbanded. In response, the Chair reported that she did believe this was the case, however, it was understood that the partnership was being regionalised. It was agreed that the Principal Strategy Development Officer would provide clarification on this issue in readiness for discussion at the next meeting of the Scrutiny Chairs.

The Committee endorsed the Corporate Plan on the understanding that the outstanding performance indicators would be provided and considered at the next Scrutiny Chair's meeting.

#### **Decision**

The Corporate Plan was endorsed for submission to Council subject to receipt of the outstanding performance indicators by the Scrutiny Chairs.

MARJORIE JAMES

CHAIR

## SCRUTINY CO-ORDINATING COMMITTEE

29 June 2007



**Report of:** Scrutiny Manager

**Subject:** THE EXECUTIVE'S FORWARD PLAN

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### 1. PURPOSE OF REPORT

- 1.1 To provide the opportunity for the Scrutiny Co-ordinating Committee (SCC) to consider whether any item within the attached Executive's Forward Plan should be considered by this Committee or referred to a particular Scrutiny Forum.

### 2. BACKGROUND INFORMATION

- 2.1 As you are aware, the SCC has delegated powers to manage the work of Scrutiny, as it thinks fit, and if appropriate can exercise or delegate to individual Scrutiny Forums.
- 2.2. One of the main duties of the SCC is to hold the Executive to account by considering the forthcoming decisions of the Executive and to decide whether value can be added to the decision by the Scrutiny process in advance of the decision being made.
- 2.3 This would not negate Non-Executive Members ability to call-in a decision after it has been made.
- 2.4 As such, the most recent copy of the Executive's Forward Plan is attached as **Appendix 1** for the SCC's information.

### 3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Coordinating Committee considers the content of the Executive's Forward Plan.

**Contact Officer:-** Charlotte Burnham – Scrutiny Manager  
Chief Executive's Department - Corporate Strategy  
Hartlepool Borough Council  
Tel: 01429 523 087  
Email: charlotte.burnham@hartlepool.gov.uk

## **BACKGROUND PAPERS**

No background papers were used in the preparation of this report.



**HARTLEPOOL**  
**BOROUGH COUNCIL**

**FORWARD PLAN**

**JULY 2007 – OCTOBER 2007**

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## 1. **INTRODUCTION**

- 1.1 The law requires the executive of the local authority to publish in advance, a programme of its work in the coming four months including information about key decisions that it expects to make. It is updated monthly.
- 1.2 The executive means the Mayor and those Councillors the Mayor has appointed to the Cabinet.
- 1.3 Key decisions are those which significantly modify the agreed annual budget of the Council or its main framework of policies, those which initiate new spending proposals in excess of £100,000 and those which can be judged to have a significant impact on communities within the town. A full definition is contained in Article 13 of the Council's Constitution.
- 1.4 Key decisions may be made by the Mayor, the Cabinet as a whole, individual Cabinet members or nominated officers. The approach to decision making is set out in the scheme of delegation which is agreed by the Mayor and set out in full in Part 3 of the Council's Constitution.

## 2. **FORMAT OF THE FORWARD PLAN**

- 2.1 The plan is arranged in sections according to the Department of the Council which has the responsibility for advising the executive on the relevant topic:

Part 1	Chief Executive's Department	CE
Part 2	Adult & Community Services Department	ACS
Part 3	Children's Services Department	CS
Part 4	Neighbourhood Services Department	NS
Part 5	Regeneration and Planning Department	RP

- 2.2 Each section includes information on the development of the main policy framework and the budget of the Council where any of this work is expected to be undertaken during the period in question.
- 2.3 It sets out in as much detail as is known at the time of its preparation, the programme of key decisions. This includes information about the nature of the decision, who will make the decisions, who will be consulted and by what means and the way in which any interested party can make representations to the decision-maker.

## 3. **DECISIONS MADE IN PRIVATE**

- 3.1 Most key decisions will be made in public at a specified date and time.
- 3.2 A small number of key decisions, for reasons of commercial or personal confidentiality, will be made in private and the public will be excluded from any sessions while such decisions are made. Notice will still be given about the intention

3.3 to make such decisions, but wherever possible the Forward Plan will show that the decision will be made in private session.

3.4 Some sessions will include decisions made in public and decisions made in private. In such cases the public decisions will be made at the beginning of the meeting to minimise inconvenience to members of the public and the press.

#### **4. URGENT DECISIONS**

4.1 Although every effort will be made to include all key decisions in the Forward Programme, it is inevitable for a range of reasons that some decisions will need to be taken at short notice so as to prevent their inclusion in the Forward Plan. In such cases a minimum of 5 days public notice will be given before the decision is taken.

4.2 In rare cases it may be necessary to take a key decision without being able to give 5 days notice. The Executive is only able to do this with the agreement of the Chair of the Scrutiny Co-ordinating Committee or the Chairman or Vice-Chairman of the local authority. (Scrutiny committees have the role of overseeing the work of the Executive.)

#### **5. PUBLICATION AND IMPLEMENTATION OF EXECUTIVE DECISIONS**

5.1 All decisions which have been notified in the Forward Plan and any other key decisions made by the Executive, will be recorded and published as soon as reasonably practicable after the decision is taken.

5.2 The Council's constitution provides that key decisions will not be implemented until a period of 3 days has elapsed after the decision has been published. This allows for the exceptional cases when a scrutiny committee may 'call in' a decision of the Executive to consider whether it should be reviewed before it is implemented. 'Call in' may arise exceptionally when a Scrutiny Committee believes that the Executive has failed to make a decision in accordance with the principles set out in the Council's constitution (Article 13); or that the decision falls outside the Council's Policy Framework; or is not wholly in accordance within the Council's budget.

#### **6. DETAILS OF DECISION MAKERS**

6.1 Names and titles of those people who make key decisions either individually or collectively will be set out in Appendix 1 once they are determined.

#### **7. TIMETABLE OF KEY DECISIONS**

7.1 The timetable as expected at the time of preparation of the forward plan is set out in Appendix 2. Confirmation of the timing in respect of individual decisions can be obtained from the relevant contact officer closer to the time of the relevant meeting. Agenda papers are available for inspection at the Civic Centre 5 days before the relevant meeting.



## **PART ONE – CHIEF EXECUTIVE’S DEPARTMENT**

### **A. BUDGET AND POLICY FRAMEWORK**

A report is to be submitted to Cabinet in July that begins the main budget process.

## **B. SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: CE23/06 – PAY AND GRADING STRUCTURE**

#### **Nature of the decision**

To approve a pay and grading structure for employees employed under NJC for Local Government Employees and associated changes in terms and conditions to achieve single status and satisfy equal pay requirements

#### **Who will make the decision?**

The decision will be made by Cabinet in July 2007.

#### **Timing of the decision**

The decision is expected to be made after negotiations with trade union representatives are completed between November 2006 and July 2007.

#### **Who will be consulted and how?**

- Negotiations will be held with representatives of the recognised trade unions.
- A working group of Members from Scrutiny Co-ordinating Committee will be briefed and consulted during the negotiation period.
- A report to the Performance Management Portfolio Holder will set out the negotiation programme

#### **Information to be considered by the decision makers**

Members will be provided with information and guidance on:

- Compliance with equality legislation. The Council's pay and grading structure and other terms and conditions must satisfy equal pay legislation. An assessment will be made at the time of recommendation together with a programme for future equal pay audits.
- Options for the best negotiated settlement, which will secure endorsement by local trade union representatives and their national officers.
- Options for implementing without trade union support, should a negotiated settlement not be achievable.
- Financial implications of a revised pay and grading structure, associated protection arrangements and any other changes to terms and conditions.

#### **How to make representation**

Representation should be made to Joanne Machers, Chief Personnel Officer, Level 3, Civic Centre, Hartlepool TS24 8AY. Telephone: (01429) 523003.

Email: [Joanne.machers@hartlepool.gov.uk](mailto:Joanne.machers@hartlepool.gov.uk)

#### **Further Information**

Further information can be obtained from Joanne Machers, as above.

## **PART TWO – ADULT AND COMMUNITY SERVICES DEPARTMENT**

### **A. BUDGET AND POLICY FRAMEWORK**

#### **Annual Library Plan 2007/8**

The draft Annual Library Plan for 2007/8 was approved for consultation at Cabinet on 14 May 2007. This is earlier than in previous years and will incorporate the opportunity for Library users and stakeholders to contribute as part of the draft.

The Consultation Draft will then be presented for review and amendment at the Neighbourhood Forums in June and at the Adult and Community Services Scrutiny Forum in July. The finalised plan will then return to Cabinet for endorsement.

The Annual Library Plan, as part of the Budget and Policy Framework of the Council, describes the proposed aims and objectives of the town's Library Service and the actions required for delivery.

## **B SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: SS44/07 ADULT EDUCATION FEES**

#### **Nature of the decision.**

To set the level of fees for Adult Education courses for the 2007-2008 Academic Year.

#### **Who will make the decision?**

The decision will be made by the Portfolio Holder for Adult and Public Health

#### **Timing of the decision**

To be determined, but expected to be in July 2007

#### **Who will be consulted and how?**

- i) Other providers by consultation at the Adult Providers Group
- ii) Local Community and Voluntary sector organisations through the Community Network.
- iii) Other Council departments through individual meetings.
- iv) Learning and Skills Council through review meetings.

#### **Information to be considered by the decision makers**

A report will be presented indicating the current levels of fees, changes in Learning and Skills Council requirements and options for a new fee levels.

#### **How to make representations**

Representations should be made to Maggie Heaps, Adult Education Co-ordinator at Hartlepool Adult Education, Golden Flatts, Seaton Lane, Hartlepool TS25 1HN .Telephone 01429 292340 e-mail [maggie.heaps@hartlepool.gov.uk](mailto:maggie.heaps@hartlepool.gov.uk)

#### **Further information**

Further information on this matter can be sought from Maggie Heaps at the above address

## **DECISION REFERENCE: SS45/07 ADULT EDUCATION 3 YEAR DEVELOPMENT PLAN**

### **Nature of the decision**

To endorse the submission of the update of the Adult Education three year development plan to the Learning and Skills Council.

### **Who will make the decision?**

The decision will be made by the Portfolio Holder for Adult and Public Health.

### **Timing of the decision**

The decision is expected to be made in July 2007

### **Who will be consulted and how?**

- v) Other providers by consultation at the Adult Providers Group
- vi) Local Community and Voluntary sector organisation through the Community Network.
- vii) Other Council departments through individual meetings.
- viii) Learning and Skills Council through review meetings.

### **Information to be considered by the decision makers**

The Hartlepool Adult Education Three Year Development Plan update forms the basis of an agreement between Hartlepool Borough Council and The Learning and Skills Council in relation to the delivery of vocational and non vocational training. This agreement will secure the funding from the LSC for the academic year 2007-2008.

### **How to make representations**

Representations can be made to Maggie Heaps Adult Education Co-ordinator at Hartlepool Adult Education, Golden Flatts, Seaton Lane, Hartlepool. Tel 01429 292340 or via e-mail [Maggie.Heaps@hartlepool.gov.uk](mailto:Maggie.Heaps@hartlepool.gov.uk)

### **Further information**

Further information on this matter can be sought from Maggie Heaps as above.

## **PART THREE – CHILDREN’S SERVICES DEPARTMENT**

### **A. BUDGET AND POLICY FRAMEWORK**

**NONE**

## **B. SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: ED32/07 PLAY STRATEGY**

#### **Nature of the decision**

To approve the Play Strategy.

#### **Who will make the decision?**

The decision will be made by the Portfolio Holder for Children's Services.

#### **Timing of the decision**

The decision is due to be made in July 2007.

#### **Who will be consulted and how?**

- Initial consultation with young people and stakeholders took place September 2006 – December 2006;
- Consultation with Play Partnership on first draft strategy took place February 2007;
- Final Draft Strategy – wide consultation with all stakeholders and young people to take place in June 2007.

#### **Information to be considered by the decision-makers**

Children's Services Play Strategy.

#### **How to make representations**

Representations should be made to Danielle Swainston, Early Years Manager, Level 3, Civic Centre, Hartlepool, TS24 8AY, 01429 523671, e-mail [danielle.swainston@hartlepool.gov.uk](mailto:danielle.swainston@hartlepool.gov.uk)

#### **Further information**

Further information on this matter can be sought from Danielle Swainston who can be contacted as above.

## **DECISION REFERENCE: ED36/07 BUILDING SCHOOLS FOR THE FUTURE: STAGE 3 CONSULTATION**

### **Nature of the decision**

To consider outcomes of statutory consultation on the future of Brierton Community School and decide whether to publish a statutory notice to discontinue the school.

### **Who will make the decision?**

The decision will be made by Cabinet.

### **Timing of the decision**

The decision is due to be made in July 2007.

### **Who will be consulted and how?**

- The governing body of Brierton Community School;
- Parents of pupils at Brierton Community School;
- Pupils of Brierton Community School;
- Teaching and support staff at Brierton Community School;
- Governing bodies, parents, pupils and staff at feeder primary schools;
- Other schools in Hartlepool;
- Diocesan Authorities;
- Learning and Skills Council;
- Hartlepool's Member of Parliament;
- Neighbouring local authorities.

### **Information to be considered by the decision-makers**

Outcomes of statutory consultation.

### **How to make representations**

Representations should be made to Paul Briggs, Assistant Director of Children's Services, Level 4, Civic Centre, Hartlepool, TS24 8AY, 01429 523733, e-mail [paul.briggs@hartlepool.gov.uk](mailto:paul.briggs@hartlepool.gov.uk)

### **Further information**

Further information on this matter can be sought from Paul Briggs who can be contacted as above.



## **DECISION REFERENCE: ED37/07 PLACEMENT STRATEGY FOR LOOKED AFTER CHILDREN**

### **Nature of the decision**

Approval of a new/revision Placement Strategy for Looked After Children.

### **Who will make the decision?**

The decision will be made by the Portfolio Holder for Children's Services as the fostering and adoption services fall within their direct responsibilities.

### **Timing of the decision**

The decision is required in September 2007 to enable the new Strategy to be in place for the start of 2008/09 financial year.

### **Who will be consulted and how?**

- Children and young people through the existing participation programme;
- Foster carers through meetings and written documentation;
- Fostering Service providers by notification, invitation and structured meetings.

### **Information to be considered by the decision-makers**

The nature and type of current fostering provision, service gaps and required changes. Financial information and service options.

### **How to make representations**

Representations should be made to Terry Maley, ICS Project Co-ordinator, Level 4, Civic Centre, Hartlepool, TS24 8AY, 01429 523709, e-mail [terry.maley@hartlepool.gov.uk](mailto:terry.maley@hartlepool.gov.uk)

### **Further information**

Further information on this matter can be sought from Phill Warrilow, Assistant Director of Children's Services, Level 4, Civic Centre, Hartlepool, TS24 8AY, 01429 523733, e-mail [phill.warrilow@hartlepool.gov.uk](mailto:phill.warrilow@hartlepool.gov.uk).

## **PART FOUR - NEIGHBOURHOOD SERVICES DEPARTMENT**

### **A. BUDGET AND POLICY FRAMEWORK**

#### **1. FOOD LAW ENFORCEMENT SERVICE PLAN**

Work has commenced on the draft 2007/08 Plan, which will be considered by Cabinet in July 2007, prior to referring to the Scrutiny Co-ordinating Committee.

## **B. SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: NS100/06 MIDDLETON GRANGE SHOPPING CENTRE MULTI STOREY CAR PARK**

#### **Nature of the decision**

To consider potential further phases of maintenance requirements of the Multi Storey Car Park and the possibility of future ownership and operation.

#### **Who will make the decision?**

The decision will be made by Cabinet with referral to Council in relation to funding and future arrangements.

#### **Timing of the decision**

The decision is expected to be made in July 2007.

#### **Who will be consulted and how?**

Full Council  
Shopping Centre Owners

#### **Information to be considered by the decision makers**

At its meeting on 15 May 2006 Cabinet was advised of the Council's liability in respect of repairs at this property and the risk of substantial funding being required to remedy the situation. Urgent Phase 1 works amounting to £179,000 were agreed and subsequently approved by full Council. Cabinet now need to consider further works identified in the original report, together with a business case on the future of the multi-storey car park and its relationship with the shopping centre. There is an allowance included in the capital programme for the next two years and the content and phasing of the necessary works will be highlighted together with associated risks and development / ownership issues both now and in the future.

#### **How to make representation**

Representations should be made to Graham Frankland, Head of Procurement & Property Services, Neighbourhood Services Department, Leadbitter Buildings, Stockton Street, Hartlepool. Tel 01429 523211. E Mail [graham.frankland@hartlepool.gov.uk](mailto:graham.frankland@hartlepool.gov.uk)

#### **Further information**

Further information can be obtained from Graham Frankland, as above.

## **DECISION REFERENCE: NS103/06 TEES VALLEY AND SOUTH DURHAM NHS LIFT.**

### **Nature of the decision**

To consider further the services to be located and the relevant land transactions on the Town Centre NHS LIFT site including methods of funding and the Council's involvement in this process.

### **Who will make the decision?**

The decision will be made by Cabinet with possible referral to full Council if there are any budget and policy framework implications.

### **Timing of the decision**

The decision is expected to be made in July 2007.

### **Who will be consulted and how?**

NHS LIFT Company and Hartlepool PCT.

### **Information to be considered by the decision makers**

At its meeting on 14 August 2006 Cabinet considered outstanding land transactions and potential funding options. This report will look at the progress of the land transactions, including the Hoardings site on the corner of Park Road and Waldon Street, the arrangements for the former Barlows and St Benedicts Hostel Site and consider how any potential funding options could work. Hartlepool PCT and the LIFT Company have now advanced their plans on services to be located on the site and a revised timetable. The planning and development processes will also be covered.

### **How to make representation**

Representations should be made to Graham Frankland, Head of Procurement & Property Services, Neighbourhood Services Department, Leadbitter Buildings, Stockton Street, Hartlepool. Tel 01429 523211. E Mail [graham.frankland@hartlepool.gov.uk](mailto:graham.frankland@hartlepool.gov.uk)

### **Further information**

Further information can be obtained from Graham Frankland, as above.

## **DECISION REFERENCE: NS109 / 06 SUPPORTED BUS SERVICE CONTRACTS**

### **Nature of the decision**

To approve those existing supported bus services which may need to be withdrawn if the lowest returned tender price exceeds the existing budget allocation.

### **Who will make the decision?**

Neighbourhood and Communities Portfolio Holder.

### **Timing of the decision**

Meeting of the Neighbourhood and Communities Portfolio to be held on the 16<sup>th</sup> July 2007.

### **Who will be consulted and how?**

The public by way of public notice.

### **Information to be considered by the decision makers**

The Council provides financial support to a number of supported bus services. This includes “socially necessary” bus services, which would not otherwise be provided on a commercial basis. The services provide vital access to education, employment and health facilities and are a vital element in complementing Hartlepool’s commercial bus network. The Council is currently re-tendering the existing supported bus contracts and has given a deadline of the 22<sup>nd</sup> June 2007 for operators to return the tender. The new contract would operate for a one-year period from the 26<sup>th</sup> August 2007.

The Portfolio Holder will be presented with details of the existing supported bus services together with proposed costs and current patronage. If the lowest return tender price exceeds the current budget allocation, the Portfolio Holder will be requested to decide on those supported bus services to be withdrawn or the possibility of additional Council funding being provided to retain the current provision of services.

### **How to make representation**

Representations should be made to Mike Blair, Transportation and Traffic Manager, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone: 01429 523252. Email: [mike.blair@hartlepool.gov.uk](mailto:mike.blair@hartlepool.gov.uk).

### **Further information**

Further information can be obtained from Mike Blair as above.

## **PART FIVE - REGENERATION AND PLANNING SERVICES**

### **DEPARTMENT**

#### **A. BUDGET AND POLICY FRAMEWORK**

##### **1. THE PLANS AND STRATEGIES WHICH TOGETHER COMPRISE THE DEVELOPMENT PLAN**

The Regional Spatial Strategy (RSS) for the North East is currently under preparation. A Public Examination was held between 7th March and 7th April, 2006. The Panel appointed by the Secretary of State to conduct the Examination in Public (EiP) submitted its report in July 2006 and this was published for information only. The report, which can be downloaded from the Government Office website ([www.go-ne.gov.uk](http://www.go-ne.gov.uk)), was reported to Cabinet and the Hartlepool Partnership in October 2006, details of which were reported to Cabinet and the Hartlepool Partnership in October 2006.

The Secretary of State has now considered the Panel recommendations and the representations made on the draft revision RSS, and proposes to make changes to the RSS before finally publishing it. (Report detailing proposed changes available from the GO-NE website – [www.go-ne.gov.uk](http://www.go-ne.gov.uk))

Because of the various recommendations from the Panel, Government has decided to provide a two stage consultation period. The first stage will last for ten weeks (deadline for responses 6<sup>th</sup> August 2007) covering the majority of the proposed changes and a report on these will be submitted to Cabinet in July.

There will then be a second period of consultation (8 weeks) on any changes resulting from certain additional information the Secretary of State has requested from the North East Assembly, on housing allocations and major employment sites.

This will extend the overall timetable for the RSS which is now not anticipated to be adopted until February 2008.

The Hartlepool Local Plan review has now been completed, the new plan being adopted by Council on the 13<sup>th</sup> April 2006.

With the enactment of the Planning and Compulsory Purchase Act, a new development plan system has come into force. There are still two tiers of development plan, but in due course the Regional Spatial Strategy will replace the structure plan and development plan documents contained within a local development framework will replace the local plan. However, the new local plan will be saved for a period of at least three years after adoption.

The Tees Valley Structure Plan was 'saved' for a period of three years from September 2004 but application has to be made to the Secretary of State to save policies after September 2007 pending the adoption of the Regional Spatial Strategy.

The Tees Valley Joint Strategy Committee therefore agreed a schedule of Structure Plan policies to be saved for referral to the Secretary of State and this schedule was endorsed by Cabinet and Council in April 2007.

The Local Development Framework will comprise a 'portfolio' of local development documents which will provide the framework for delivering the spatial planning strategy for the borough. Local development documents will comprise:

- a) Development plan documents – (DPDs) – these are part of the development plan and must include
  - o A core strategy setting out the long term spatial vision for the area and the strategic policies and proposals to deliver the vision
  - o DPDs on Site specific allocations and policies
  - o Generic development control policies relating to the vision and strategy set out in the core strategy, and
  - o Proposals Map
- b) Supplementary planning documents

In addition, the Local Development Framework will include Minerals and Waste Development Plan Documents. Cabinet on the 12<sup>th</sup> April 2006 endorsed the principle of the Tees Valley Joint Strategy Committee taking responsibility for the initial preparation of Joint Minerals and Waste Development Plan Documents on behalf of the Borough Council and the other four Tees Valley authorities. In April Cabinet was asked to endorse 'The Key Issues and Alternative Option Report' and accompanying Sustainability Appraisal Scoping Report for public consultation between 21<sup>st</sup> May and 30<sup>th</sup> June.

Work has started on two supplementary planning documents (SPD's) one on Transport Assessments and Travel Plans and the other on Planning Obligations. Drafts of these SPDs will be presented to Cabinet for approval for public consultation purposes in July and in October respectively.

Initial preparatory work has also started on The Core Strategy DPD, and various studies including the Local Housing Assessment and the Open Space and Sports Facilities Audit which will provide the evidence base for developing the issues and options for the Core Strategy are currently being undertaken. Regular reports will be made to Cabinet on progress on the Core Strategy and approval will be sought for the Issues and Options Report for public consultation in September/October 2007. As the key spatial planning objectives for Hartlepool to be set out in the Core Strategy should be fully aligned with the priorities identified in the Community Strategy, it is proposed to co-ordinate this consultation with the consultation on the final draft of the Community Strategy.

The other documents within the local development framework which must be prepared but which do not form part of the development plan are:

- a) Statement of Community Involvement (SCI) setting out how and when the Council will consult on planning policies and planning applications;

- b) Local Development Scheme (LDS) setting out a rolling programme for the preparation of local development documents, and
  - c) Annual Monitoring Report (AMR) assessing the implementation of the Local Development Scheme and the extent to which current planning policies are being implemented.
- a) The Statement of Community Involvement was adopted by the Council on the 26<sup>th</sup> October, 2006.
- b) The first Local Development Scheme (LDS) as approved by Cabinet came into effect on 15<sup>th</sup> April 2005. The Scheme has been updated annually and the most recent scheme came into effect on 28<sup>th</sup> March 2007.

The Local Development Scheme will continue to be updated annually as necessary to take into account completion of documents, the need to revise timetables and the need to include new documents.

- c) The first two Annual Monitoring Reports (for 2004-5 and 2005-06) as agreed by Cabinet are available on the Hartlepool website. Cabinet agreement to the third AMR covering the period 2006-07 will be sought in November 2007.

## **2. THE COMMUNITY STRATEGY**

### **Background**

Part 1 of the Local Government Act 2000 places on principal Local Authorities a duty to prepare "Community Strategies" for promoting or improving the economic, social and environmental well-being of their areas, and contributing to the achievement of sustainable development in the UK.

Government guidance issued in December 2000 stated that Community Strategies should meet four objectives. They must:

- Allow local communities (based upon geography and/or interest to articulate their aspirations, needs and priorities;
- Co-ordinate the actions of the Council, and of the public, private, voluntary and community organisations that operate locally;
- Focus and shape existing and future activity of those organisations so that they effectively meet community needs and aspirations; and
- Contribute to the achievement of sustainable development both locally and more widely, with local goals and priorities relating, where appropriate, to regional, national and even global aims.

It also stated that a Community Strategy must have four key components:

- A long-term vision for the area focusing on the outcomes that are to be achieved;
- An action plan identifying shorter-term priorities and activities that will contribute to the achievement of long-term outcomes; (Hartlepool's Local Area Agreement)
- A shared commitment to implement the action plan and proposals for doing so;



- Arrangements for monitoring the implementation plan, for periodically reviewing the Community Strategy and for reporting progress to local communities. (LAA Delivery and Improvement Plan)

The Hartlepool Partnership, the town's Local Strategic Partnership, and the Council agreed a draft Community Strategy in April 2001 and adopted a final version in April 2002.

### Neighbourhood Renewal Strategy Review 2006

The current Neighbourhood Renewal Strategy is part of the Community Strategy though published as a separate 70 page document. The Strategy sets out the boundaries of Hartlepool's disadvantaged neighbourhoods – and establishes a Neighbourhood Renewal Area. Neighbourhood Renewal is about narrowing the gap between conditions in the disadvantaged communities and the rest of the town. It is therefore important that the Neighbourhood Renewal Area is kept as tightly defined as possible and is based upon the statistical level of disadvantage.

The Neighbourhood Renewal Strategy sets out the intention to prepare Neighbourhood Action Plans (NAPs) in the Borough's disadvantaged Neighbourhoods and provides a policy framework for this development. These NAPs are now in place and provide a more detailed policy framework for improvements in the disadvantaged neighbourhoods than was available in 2002.

### Community Strategy Review

Hartlepool's 2002 Community Strategy set out a timetable for review in five years. In line with this agreement, a Community Strategy Review 2006 was launched on 5<sup>th</sup> May 2006.

The timetable and structure for the Community Strategy Review 2006 is shown below:

	<u>Timetable</u>	<u>Task</u>
Phase 1	5 <sup>th</sup> May 06 – 31 <sup>st</sup> July	<ul style="list-style-type: none"> <li>• Review current Strategy and prepare a new Strategy</li> </ul>
Phase 2	September – 17 <sup>th</sup> November 2006	<ul style="list-style-type: none"> <li>• Members' Seminar</li> <li>• Cabinet 11<sup>th</sup> September</li> <li>• Hartlepool Partnership 5<sup>th</sup> September</li> <li>• Scrutiny Co-ordinating Committee 15<sup>th</sup> September</li> <li>• Members' Seminar 12<sup>th</sup> September</li> </ul>
Phase 3	January – August 2007 September	<ul style="list-style-type: none"> <li>• Prepare Environmental Report</li> <li>• Consult on findings</li> <li>• Publication of 3<sup>rd</sup> draft</li> <li>• Consultation 7<sup>th</sup> September – 9<sup>th</sup> November</li> <li>• Cabinet 3<sup>rd</sup> September</li> <li>• Hartlepool Partnership 7<sup>th</sup> September</li> </ul>

			<ul style="list-style-type: none"> <li>• Scrutiny Co-ordinating Committee 14<sup>th</sup> September</li> <li>• Members Seminar – to be arranged</li> </ul>
Phase 4	November - December 2007		<ul style="list-style-type: none"> <li>• Cabinet</li> <li>• Hartlepool Partnership</li> <li>• Council</li> </ul>

The 1<sup>st</sup> consultation draft of the revised Community Strategy, *Hartlepool's Ambition*, was published in September 2006. Consultation on the draft ran until 17<sup>th</sup> November. The revised strategy builds on the 2002 strategy and sets out a revised policy framework for Hartlepool. Key revisions include:

- The strategy now incorporates the previously separately published Neighbourhood Renewal Strategy (2002) and the Sustainable Development Strategy (2001);
- The vision has been revised along with many of the Priority Aims and Objectives;
- Housing and Environment are established as Priority Aims in their own right and as a result the number of priority aims has increased from 7 to 8;
- Changes to the Neighbourhood Renewal Strategy boundary, including the addition of the disadvantaged part of Throston ward.

The feedback from this consultation demonstrated broad support for the Strategy and agreement with the vision was at high at over 90%.

The next stage of the review is to carry out a number of appraisals on the draft strategy to highlight practical ways to enhance the positive aspects of the Strategy and to remove or minimise any negative impacts. The appraisals outlined were:

- Sustainability Appraisal
- Strategic Environmental Assessment (2001/42/EC)
- Health Impact Assessment
- Section 17
- Rural Proofing
- Diversity Impact Assessment.

### Sustainability Appraisal (SA)

Consultation on a Sustainable Appraisal Scoping Report for the Community Strategy and Local Development Documents is scheduled to take place from 25<sup>th</sup> June – 10<sup>th</sup> August. This Scoping report covers the first main stage (Stage A) of the SA process which involves setting the context of the SA, developing the SA framework, establishing the baseline and deciding on the scope.

The SA will incorporate the requirements of the Strategic Environmental Assessment (SEA) Directive and will be undertaken in line with guidance issued by ODPM (2005) in Sustainability Appraisal of Regional /Spatial Strategies and Local Development documents.

The scoping report covers

- Identifying other relevant policies, plans, programmes and SA objectives
- Collating baseline information
- Identifying sustainability issues
- Developing the SA framework

It has been agreed that a corporate approach to preparing sustainability appraisals will be carried out to ensure a consistent approach across the Authority and to avoid duplication of effort.

Following the results of the assessments, a third draft of the Strategy will be published. It is anticipated that this will be available in autumn 2007.

### **3. LOCAL AGENDA 21 STRATEGY**

Hartlepool Borough Council agreed its Local Sustainable Development Strategy (Local Agenda 21 Strategy) in January 2001. The Strategy aimed to:

“achieve improvements in the quality of our lives without causing irreversible damage to the environment or preventing our children from being able to enjoy the benefits we have today”.

In 2005 the Government published Securing the Future - UK Government sustainable development strategy, updating the 1999 Strategy. The new Strategy outlines a pivotal role for local authorities and their partners, through Local Strategic Partnerships, in delivering sustainable communities. The Strategy states that:

*Making the vision of sustainable communities a reality at the local level means sending the right signals to local Government about the importance of sustainable development, supporting strong local leadership and developing the right skills and knowledge. Government will work with its partners to develop toolkits and other materials to support Local Strategic Partnerships (LSPs) in developing and delivering Sustainable Community Strategies which help deliver sustainable development in the UK.*

In response to this guidance, the revised Community Strategy incorporates a revised local Sustainable Development Strategy. As a result it is proposed to remove the Local Agenda 21 Strategy from the Council's Budget and Policy Framework at the point when the revised Community Strategy is adopted by Council.

#### **4. THE ANNUAL YOUTH JUSTICE PLAN**

The Annual Youth Justice Plan for 2008/09 will be required to be submitted to the Youth Justice Board by end of April 2008. An initial report on performance in 2007/08 will be prepared for Cabinet to consider in early 2008. After this, consultation with partners and stakeholders will be carried out, in addition to consideration by the appropriate Council Scrutiny Forum. Cabinet will then consider a draft Youth Justice Plan 2008/09, prior to approval being sought from the Council in April 2008.

#### **5. CRIME, DISORDER AND DRUGS STRATEGY 2008-2011**

The Police and Justice Act 2006 has amended the Crime & Disorder Act 1998 to require the production of a three year strategy which is reviewed and update annually. The strategy and annual updates will be informed by the results of an annual Strategic Intelligence Assessment, where data and intelligence will be analysed.

The first Strategic Intelligence Assessment will be conducted by the Safer Hartlepool Partnership during October and November 2007. A first draft three year Strategy will be reported to Cabinet in December 2007 or January 2008. Consultation with partners, stakeholders, and the appropriate Council Scrutiny Forum will be undertaken during January and February 2008. Cabinet will consider a final draft strategy in early March, prior to approval being sought from Council before end of March 2008.

## **B SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: RP89/05 DEVELOPMENT AT HARTLEPOOL COLLEGE OF FURTHER EDUCATION**

#### **Nature of the decision**

Cabinet are requested to consider further details of the HCFE expansion and development plans, including the potential proposed land take at the Council owned, Albert Street Car Park, design issues, funding sources and project timetable. The report will also provide details of the most recent HCFE Property Strategy, due to be completed June 2006, which will shape the College's future development options.

#### **Who will make the decision?**

The decision will be made by Cabinet.

#### **Timing of the decision**

The decision is expected to be made in July 2007, or following the completion of the HCFE Property Strategy.

#### **Who will be consulted and how?**

Officers have been working closely with Hartlepool College of Further Education (HCFE) and other partner organisations including University of Teesside and the Learning and Skills Council.

#### **Information to be considered by the decision makers**

The report will expand on information presented in two previous reports to Cabinet on the 04/04/05 and 22/07/05, and also extracts from the Town Centre Strategy, in order to progress the development of the College scheme.

#### **How to make representation**

Representations can be made in writing to Peter Scott, Director of Regeneration and Planning Services, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 523401, email [peter.scott@hartlepool.gov.uk](mailto:peter.scott@hartlepool.gov.uk)

#### **Further information**

Further information can be obtained from Peter Scott as above.

## **DECISION REFERENCE: RP 115/06 HARTLEPOOL COMPACT REVIEW**

### **Nature of the decision**

To agree a revised Compact between the Council and the Hartlepool Voluntary and Community Sector

The Compact will build on the Compact previously agreed by Cabinet in January 2003 and the findings of the Best Value Review of Strengthening Communities, the Strategic Improvement Plan for which was agreed by Cabinet in September 2006.

### **Who will make the decision?**

The Compact is to be approved by Cabinet and will need to be prepared and agreed in partnership with the Voluntary and Community Sector.

### **Timing of the decision**

Early drafts of the revised Compact could be available by September 2007. However the formal Cabinet decision making process thereafter will formally be dictated by the Project Plan timetable (see below).

### **Who will be consulted and how?**

A Project Plan for reviewing, revising and re-launching the Hartlepool Compact will be drawn up with the Voluntary and Community Sector including the proposed consultation mechanisms. Preliminary discussions on the proposed Compact Review have already commenced with the Hartlepool and Voluntary Development Agency (HVDA) and will be extended to the Community Network including involvement of Council Members and Officers.

### **Information to be considered by the decision makers**

A draft version of the proposed new Compact will be prepared for consideration by Cabinet. The revised Compact will represent a Memorandum of Understanding between the Council and the voluntary & community sector in Hartlepool concerning working relations and priority commitments

### **How to make representation**

Representations can be made in writing to Peter Scott, Director of Regeneration & Planning Services, Regeneration & Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone: 01429 523401, Email: [peter.scott@hartlepool.gov.uk](mailto:peter.scott@hartlepool.gov.uk)

### **Further information**

Further information can be obtained from Geoff Thompson, Head of Regeneration, Regeneration & Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone: 01429 523597, Email: [geoff.thompson@hartlepool.gov.uk](mailto:geoff.thompson@hartlepool.gov.uk)

## **DECISION REFERENCE: NS104/06 SELECTIVE LICENSING OF PRIVATELY RENTED HOUSES**

### **Nature of the decision**

To consider the merits of introducing selective licensing for landlords and managers or privately rented houses.

### **Who will make the decision?**

The Cabinet will make the decision.

### **Timing of the decision**

The decision is expected to be made in August 2007.

### **Who will be consulted and how?**

- Residents in the North Central and West Central regeneration areas – individual questionnaires and drop-in sessions.
- Residents in appropriate areas of private housing outside those areas – individual questionnaires.
- Residents groups through presentations at their meetings plus completion of questionnaire on behalf of the group.
- Landlords – questionnaires.
- Agencies – NDC, Hartlepool Revival, Housing Hartlepool.
- HBC sections dealing with housing and anti-social behaviour.
- Neighbourhood Services Scrutiny Forum is currently investigating the performance and operation of private sector rented accommodation and landlords. Recommendations are expected to be finalised by spring 2007.

### **Information to be considered by the decision makers**

- The data concerning the criteria which must be met to designate selective licensing, i.e. to show that an area is in 'low demand' or likely to be in 'low demand', or that significant or persistent anti-social behaviour, requires action through licensing.
- The information collected from residents, landlords and officers on the extent of the problems and the suitability of selective licensing to tackle them.
- Formulate a guide as to which areas might be appropriate for licensing.

## **How to make representation**

Representations should be made to John Smalley, Principal EHO (Housing), Regeneration & Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel: 01429 523322. Email: [john.smalley@hartlepool.gov.uk](mailto:john.smalley@hartlepool.gov.uk)

## **Further information**

Further information can be obtained from Joanne Burnley, Senior EHO (Housing), Regeneration & Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel: 01429 523324. Email: [joanne.burnley@hartlepool.gov.uk](mailto:joanne.burnley@hartlepool.gov.uk)



## **DECISION REFERENCE: RP 119/07 OWTON NEIGHBOURHOOD ACTION PLAN (NAP) UPDATE**

### **Nature of the decision**

To endorse the Owton Neighbourhood Action Plan (NAP) Update.

Each of the Neighbourhood Action Plans across the town (Dyke House/Stranton/Grange, Burbank, Rift House/Burn Valley, Owton, Rossmere and North Hartlepool) are being updated, in the order in which they were developed. In addition to this, it should be noted that the New Deal for Communities (NDC) programme has developed a NAP for the NDC area, making seven in total across the town.

The Owton Neighbourhood Action Plan is the fourth NAP to be updated following the completion of the Dyke House/Stranton/Grange NAP Update in November 2006, the completion of the Burbank NAP Update in January 2007 and the anticipated completion of the Rift House/Burn Valley NAP Update in June 2007.

### **Who will make the decision?**

The decision will be made by the Regeneration, Liveability and Housing Portfolio Holder.

### **Timing of the decision**

The decision is expected to be made in October 2007.

### **Who will be consulted and how?**

The first draft of the Neighbourhood Action Plan Update will be developed following the initial community consultation event which is to be held in July 2007. The community consultation event will be crucial in identifying the community's priority concerns and the actions required to address the concerns. Household survey data (MORI 2006) and other baseline data and statistics will also be examined in order to provide an understanding of the conditions in the Owton area. These statistics will also be included within the plan.

To complement this, comprehensive consultation will also be undertaken to ensure comments are received from key stakeholders and residents on the first draft of the NAP. Further consultation will include:-

- Delivering a newsletter to every household in the area;
- Visiting Residents Associations in the Owton area;
- Visiting the Owton Forum;
- Visiting Youth Groups operating throughout the area;
- Holding online consultations at : <http://consultation.hartlepool.gov.uk>

- Holding community drop-in sessions at various community buildings;
- Visiting and working with pupils from local schools;
- Liaising with Hartlepool Community Network and Housing Hartlepool;
- Meeting with key service providers including; Hartlepool Borough Council Officers, Housing Hartlepool, Cleveland Police, Voluntary/Community Groups, Ward Councillors and representatives from the Theme Partnerships; and
- Taking the first draft of the plan to the Owton Forum, Regeneration, Liveability and Housing Portfolio Holder, South Neighbourhood Consultative Forum and the Hartlepool Partnership for comment.

The final draft will then be circulated for comment to ensure that all amendments have been incorporated and reflected accurately.

## **Information to be considered by the decision makers**

A copy of the Owton Neighbourhood Action Plan Update along with a summary document highlighting the priority concerns, and the actions to address these will be available for consideration by the Regeneration, Liveability and Housing Portfolio Holder. The Owton NAP Update will also be considered for endorsement by the Owton Forum, the South Neighbourhood Consultative Forum and the Hartlepool Partnership.

The document will be structured in a way that is intended to give a clear picture of the strong themes running through the Neighbourhood Action Plan back to the Community Strategy and the Neighbourhood Renewal Strategy.

The format of the document will differ slightly from that of the original Owton NAP which was endorsed in July 2005, as the template has been amended as a result of the findings of the NAP Review as well as taking on board suggestions for improvement from service providers who refer to the plan on a regular basis. The Rift House/Burn Valley NAP Update can be cited as an example of a NAP which has been developed using this format.

The introductory section will continue to cover the background to NAPs, a brief description of the Owton neighbourhood, how the Owton NAP Update has been developed, and a summary of the community's main concerns.

The following section will then comprise the seven theme areas:- Jobs and Economy; Lifelong Learning and Skills; Health and Care; Community Safety; Environment and Housing; Culture and Leisure and Strengthening Communities. Each theme will identify the key statistics, the strengths and weaknesses and the gaps in service delivery which need to be addressed.

Following this will be a table which identifies the community's priority concerns, the actions that are required to address these concerns, a column to identify whether actions are short term (within one year), medium term (between one and five years) or long term (five + years), the organisations who need to be involved in delivering the actions, possible funding

and resources and how the actions will contribute to addressing strategic targets (such as the Local Area Agreement Indicators).

The next section will then outline the key resources and programmes delivered in the area / accessible to residents of the Owton area. These will follow the seven theme areas identified in the paragraph above. The last section of the plan will be a Jargon Buster and a Summary Document.

Neighbourhood Action Plans are important in encouraging local people and organisations to work together to narrow the gap between the most deprived wards and the rest of the country, and they should be influential in the future allocation of resources. The objective of the NAP is to integrate policies at the local level to improve the way that services are provided.

## **How to make representation**

Representations can be made in writing to Peter Scott, Director of Regeneration and Planning Services, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel. 01429 523401, e-mail. [peter.scott@hartlepool.gov.uk](mailto:peter.scott@hartlepool.gov.uk).

## **Further information**

Further information can be obtained from Gemma Clough, Principal Regeneration Officer, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel. 01429 523598, e-mail. [gemma.clough@hartlepool.gov.uk](mailto:gemma.clough@hartlepool.gov.uk).

## **DECISION REFERENCE: RP121/07 CHOICE BASED LETTING SCHEME**

### **Nature of the decision**

To provide up to date information to the Portfolio Holder on the development and implementation of Choice Based Lettings in Hartlepool and participation in the sub-regional Choice Based Lettings Scheme for the Tees Valley.

### **Who will make the decision?**

The decision will be made by the Regeneration, Liveability and Housing Portfolio Holder.

### **Timing of the decision**

The decision is expected to be made in August 2007.

### **Who will be consulted and how?**

Consultation is on-going with reference to this scheme in the Housing Strategy and has included reports and presentations to members, Housing Hartlepool Board, Housing Hartlepool's Tenants Panel and the Housing Partnership.

### **Information to be considered by the decision makers**

It is a statutory requirement to have a CBL scheme in operation by 2010 and the Council has already agreed to be involved in a Tees Valley wide scheme. Investment has already been incurred in participation in a sub-regional scheme for the Tees Valley. The government is championing the development of regional and sub-regional schemes.

### **How to make representation**

Representations can be made in writing to Lynda Igoe, Housing Advice Manager, Regeneration and Planning Services, Regeneration and Planning Services Department, Civic Centre, Hartlepool, TS24 8AY. Tel. 01429 523338, e-mail. [lynda.igoe@hartlepool.gov.uk](mailto:lynda.igoe@hartlepool.gov.uk)

### **Further information**

Further information can be obtained from Lynda Igoe as above.

## **DECISION REFERENCE: RP122/07 SUB REGIONAL HOUSING STRATEGY**

### **Nature of the decision**

To approve the Sub Regional Housing Strategy and Action Plan.

### **Who will make the decision?**

The decision will be made by Cabinet.

### **Timing of the decision**

The decision is expected to be made in July 2007. Each LA will be asked to approve the strategy prior to submission to GONE and Regional Housing Board

### **Who will be consulted and how?**

The Sub Regional Housing Strategy is a combination of each local authority housing strategy and as such has been the subject of considerable consultation (particularly around housing market renewal). Further consultation is taking place with partners across the sub region

### **Information to be considered by the decision makers**

The Sub region has been asked to provide a sub regional housing strategy and costed action plan prior to the Regional Housing Board making decisions regarding allocations of the Single Housing Investment Programme (SHIP), which is the allocation of housing capital grant funds.

### **How to make representation**

Representations can be made in writing to Penny Garner-Carpenter, Strategic Housing Manager, Regeneration and Planning Services, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel. 01429 284117, e-mail. [penny.garner-carpenter@hartlepool.gov.uk](mailto:penny.garner-carpenter@hartlepool.gov.uk)

### **Further information**

Further information can be obtained from Penny Garner-Carpenter as above.

# **APPENDIX 1**

## **DETAILS OF DECISION MAKERS**

### **THE CABINET**

Many decisions will be taken collectively by the Cabinet.

- The Mayor, Stuart Drummond
- Councillor Cath Hill
- Councillor Ray Waller
- Councillor Pamela Hargreaves
- Councillor Victor Tumilty
- Councillor Robbie Payne
- Councillor Peter Jackson

### **EXECUTIVE MEMBERS**

Members of the Cabinet have individual decision making powers according to their identified responsibilities.

Regeneration, Liveability and Housing	-	The Mayor, Stuart Drummond
Without Portfolio	-	Councillor Cath Hill, Deputy Mayor
Adult and Public Health Portfolio	-	Councillor Ray Waller
Children's Services Portfolio	-	Councillor Pamela Hargreaves
Culture, Leisure and Transportation Portfolio	-	Councillor Victor Tumilty
Finance Portfolio	-	Councillor Robbie Payne
Performance Management Portfolio	-	Councillor Peter Jackson

## **APPENDIX 2**

### **TIMETABLE OF KEY DECISIONS**

Decisions are shown on the timetable at the earliest date at which they may be expected to be made.

#### **1. DECISIONS EXPECTED TO BE MADE IN JULY 2007**

##### **1.1 16 JULY 2007**

NS109/06 (pg 17)	SUPPORTED BUS SERVICE CONTRACTS	PORTFOLIO HOLDER
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##### **1.2 DATE NOT YET DETERMINED**

CE23/06 (pg 6)	PAY AND GRADING STRUCTURE	CABINET
ED32/07 (pg 11)	PLAY STRATEGY	PORTFOLIO HOLDER
ED36/07 (pg 12)	BUILDING SCHOOLS FOR THE FUTURE: STAGE 3 CONSULTATION	CABINET
SS44/07 (pg 8)	ADULT EDUCATION FEES	PORTFOLIO HOLDER
SS45/07 (pg 9)	ADULT EDUCATION 3YEAR DEVELOPMENT PLAN	PORTFOLIO HOLDER
NS100/06 (pg 15)	MIDDLETON GRANGE SHOPPING CENTRE MULTI STOREY CAR PARK	CABINET
NS103/06 (pg 16)	TEES VALLEY AND SOUTH DURHAM NHS LIFT	CABINET
RP89/05 (pg 25)	DEVELOPMENT AT HARTLEPOOL COLLEGE OF FURTHER EDUCATION	CABINET
RP122/07(pg 33)	SUB REGIONAL HOUSING STRATEGY	CABINET

#### **2. DECISIONS EXPECTED TO BE MADE IN AUGUST 2007**

##### **2.1 DATE NOT YET DETERMINED**

NS104/06 (pg 27)	SELECTIVE LICENSING OF PRIVATELY RENTED HOUSES	CABINET
RP121/07 (pg 22)	CHOICE BASED LETTING SCHEME	PORTFOLIO HOLDER

#### **3. DECISIONS EXPECTED TO BE MADE IN SEPTEMBER 2007**

##### **3.1 DATE NOT YET DETERMINED**

ED37/07 (pg 13)	PLACEMENT STRATEGY FOR LOOKED AFTER CHILDREN	PORTFOLIO HOLDER
RP115/06 (pg 26)	HARTLEPOOL COMPACT REVIEW	CABINET

#### **4. DECISIONS EXPECTED TO BE MADE IN OCTOBER 2007**

##### **4.1 DATE NOT YET DETERMINED**

RP119/07 (pg 29)	OWTON NEIGHBOURHOOD ACTION PLAN	PORTFOLIO HOLDER
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# SCRUTINY CO-ORDINATING COMMITTEE

29 June, 2007



**Report of:** Chief Financial Officer

**Subject:** 2006/2007 FINAL OUTTURN STRATEGY

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## 1. PURPOSE OF REPORT

- 1.1 To provide details of the Final 2006/2007 Outturn Strategy approved by Cabinet on 11<sup>th</sup> June, 2007.

## 2. CONSIDERATION OF ISSUES

- 2.1 A separate report has not been prepared for your Committee as a comprehensive report was submitted to Cabinet on 11<sup>th</sup> June, 2007 and this report is attached at Appendix 1. This report set out a number of recommendations for Cabinet's consideration. The first of which provided Members with two options for funding the bonus buy-out costs.

a) Fund the bonus buy-out costs of £1.3m from the one-off loan discount of £1.2m and the final quarters investment income of £0.1m; or

b) Fund the bonus buy-out costs from General Fund Reserves, as previously approved by Council and transfer £1.3m (£1.2m one off loan discount and £0.1m final quarters investment income) into the Budget Support Fund pending the development of a strategy for using these resources as part of the 2008/2009 Budget and Policy Framework proposals.

- 2.2 Cabinet determined to adopt option (b). In addition, Cabinet determined to allocate the net uncommitted resources of £70,000 to supplement the provision for Cabinet projects budget established as part of the 2007/2008 Budget and Policy Framework.

- 2.3 The strategy approved by Cabinet formed the basis for finalising the 2006/2007 Statutory Statement of Accounts. The Statement of Accounts will be submitted to the General Purposes Committee on the morning 29<sup>th</sup> June, 2007, for approval.

## 3. RECOMMENDATIONS

- 3.1 Members note the report.



# **CABINET REPORT**

**11<sup>th</sup> June, 2007**

**Report of:** Chief Financial Officer

**Subject:** 2006/2007 FINAL OUTTURN STRATEGY

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## **SUMMARY**

### **1. PURPOSE OF REPORT**

1.1 To enable Members to finalise details of the 2006/2007 Outturn Strategy.

### **2. SUMMARY OF CONTENTS**

2.1 The report provides details of the latest forecast outturn and informs Members that the underspend on corporate budgets is more favourable than previously anticipated. This is mainly owing to one-off factors and in particular the achievement of a discount on the Loans Portfolio at the end of March. On the down side there are a number of additional commitments which need funding. After reflecting these items and the issues approved in the provisional outturn strategy, there is an uncommitted underspend of £70,000.

### **3. RELEVANCE TO CABINET**

3.1 The report enables Cabinet to finalise the 2006/2007 Outturn Strategy.

### **4. TYPE OF DECISION**

4.1 Key Decision – test (i) applies.

### **5. DECISION MAKING ROUTE**

5.1 Cabinet 11<sup>th</sup> June, 2007

### **6. DECISION(S) REQUIRED**

6.1 It is recommended that Members:

- i) Determine which of the following options they wish to adopt for funding the bonus buy-out costs:
  - c) Fund the bonus buy-out costs of £1.3m from the one-off loan discount of £1.2m and the final quarters investment income of £0.1m; or
  - d) Fund the bonus buy-out costs from General Fund Reserves, as previously approved by Council and transfer £1.3m (£1.2m one off loan discount and £0.1m final quarters investment income) into the Budget Support Fund pending the development of a strategy for using these resources as part of the 2008/2009 Budget and Policy Framework proposals.
- ii) Approve the use of the corporate underspends to meet the additional commitments detailed in paragraph 3.11;
- iii) Determine how they wish to allocate the net uncommitted resources of £70,000, detailed in paragraph 3.11.
- iv) Approve the proposals for finalising capital outturn details in paragraph 4.2;
- v) Approve the proposal for reallocating reserves as detailed in paragraph 5.1 (i).
- vi) Authorise the Chief Financial Officer to finalise the 2006/2007 outturn and should any further issues arise to fund these by varying the contributions to the Legal Costs reserve and or the Job Evaluation Protection Reserve in consultation with the Finance and Efficiency Portfolio Holder.

**Report of:** Chief Financial Officer

**Subject:** 2006/2007 FINAL OUTTURN STRATEGY

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**1. PURPOSE OF REPORT**

- 1.1 To enable Cabinet to approve the final outturn strategy for 2006/2007.

**2. BACKGROUND**

- 2.1 Members have previously considered a number of strategic issues in relation to the provisional 2006/2007 outturn position as part of the 2007/2008 Budget and Policy Framework. These proposals were approved by Council on 15<sup>th</sup> February, 2007 and covered:

- the use of corporate underspends to meet one-off unbudgeted commitments and support for the 2009/2010 budget;
- a strategy for funding Neighbourhood Services 2006/2007 overspend; and
- the earmarking of resources for the Tall Ships Visit.

- 2.2 Work is now progressing to finalise the 2006/2007 accounts. Whilst this work will not be complete for a number of weeks there are a number of additional strategic financial issues which Members need to address.

**3. PROVISIONAL 2006/2007 REVENUE OUTTURN**

- 3.1 Details of the forecast outturn position were reported at the end of quarter three and as part of the 2007/2008 Budget and Policy Framework. In total the reports anticipated a gross underspend of £1.8m. Members approved a 2006/2007 closure strategy and 2007/2008 budget strategy which addressed this issue. The most significant item being the allocation of £1m to support the budget in 2009/2010 and £0.8m to support the Tall Ships visit.

- 3.2 Since that projection was prepared two significant changes have occurred:

- Cost of Bonus Buy Out £1.3m;
- Achievement of one-off discount on Loans Portfolio £1.2m.

This benefit was only achieved in the last week of March as a result of increases in interest rates.

- 3.3 Council has previously approved that the cost of the bonus buy-out should be funded from General Fund balances, pending repayment of these monies in 2007/2008 and 2008/2009 from the resulting base budget savings.
- 3.4 In view of the achievement of a one-off discount on the Loans Portfolio Members may wish to use this amount to substantially fund the bonus buy-out costs. The resulting shortfall of £0.1m could then be funded from additional investment income earned in the final quarter of 2006/2007. This would avoid having to fund these costs from General Fund balances.
- 3.5 Alternatively, Members may wish to fund the bonus buy-out costs from General Fund balances, as previously approved by Council and to earmark the one-off discount on the Loans Portfolio to support the budget strategy in 2008/2009 and future years, if this option is adopted this amount will be transferred to the Budget Support Fund. A strategy for using this amount can then be developed as part of the 2008/2009 Budget and Policy Framework proposals. These proposals will then be subject to detailed consultation and scrutiny as part of the normal budget process later in the year.
- 3.6 Detailed outturns for corporate and service based budgets are nearing completion.
- 3.7 There are a number of additional corporate benefits, including a saving against the strategic contingency and one-off Prudential Borrowing savings.
- 3.8 In respect of departmental budget all areas, other than Neighbourhood Services underspent. Departments will therefore be able to carry forward Managed Revenue underspends, albeit at reduced levels. Further details of these proposals will be reported to Cabinet once final outturns are available.
- 3.9 On the downside there are a number of adverse factors which need to be addressed, including an increase in the Neighbourhood Services overspend and the need to make provision for potential costs relating to the Ship Dismantling and Related Development Appeal and Dial-a-Ride legal costs.
- 3.10 It would also be prudent to earmark resources to meet potential temporary protection costs arising from the implementation of a new Pay and Grading system later in the year.

- 3.11 After reflecting the above factors it is anticipated that there will be a net underspend on the revenue budget of £70,000, as summarised below and detailed in Appendix A.

**£'000****Summary of Additional Benefits and Commitments**

Investment Income (net)	200
Savings on Strategic Contingency	351
One-off Prudential Borrowing Savings	410
Benefit Subsidy (net of Shopping Centre Income)	140
Brinkburn Pool Savings	90
Miscellaneous	<u>45</u>
	1,236

**Commitments**

Job Evaluation Protection Reserve	( 400)
Increase Neighbourhood Services Overspend	( 180)
Provision for Ship Dismantling and Related Development/ Dial-a-Ride Legal Costs	( 406)
Swimming Pool Maintenance Reserve	( 90)
Community Sports Centre Deficits Reserve	( 50)
Contributions towards cost of greater integration between HBC and PCT (e.g. Director of Public Health)	( 40)
Uncommitted Resources	<u>70</u>

- 3.12 The Council has also received a payment of £0.37m under the Government's LABGI (Local Authority Business Growth Incentive) Scheme. Members have previously determined to earmark this amount to support the 2008/2009 budget and Council Tax strategy.

**4. CAPITAL OUTTURN**

- 4.1 Capital outturns are also nearing completion and there is only one minor issue to bring to Members attention in relation to the sale of Cromwell Street. In accordance with existing policies the department vacating an operational asset normally receives 25% of the net sale proceeds, which in this case is Neighbourhood Services.
- 4.2 In this particular case costs of £97,000 have been incurred to relocate facilities previously provided from Cromwell Street within the main Church Street depot. As these works were needed to achieve the capital receipts generated of £225,000 and will provide a longer term benefit it is proposed that the Neighbourhood Services Department does not receive 25% of the net receipt. This proposal will mean that the net capital receipt of £128,000 can be earmarked towards the achievement of the capital receipts required to meet the existing capital receipts targets for 2006/2007 and 2007/2008.

- 4.3 Members have previously been advised that the achievement of these targets is dependent upon the completion of large land sales from the sale of the former Barlow's Site and the Briarfields Lodge Site. Until these sales are complete it is prudent to earmark all other receipts to avoid any shortfalls in the resources already committed to supporting capital expenditure.

## **5. REVIEW OF EARMARKED RESERVES**

- 5.1 A comprehensive review of the Council's reserves was completed as part of the 2007/2008 budget process. As part of closure the following issues are brought to Members attention:

i) Specific Reserves – Residual Uncommitted Reserves - £64,000

After reflecting actual expenditure commitments there are minor balances remaining on a number of reserves. The largest single item relates to the Hart Quarry Judicial Review Reserve which has an uncommitted balance of £35,000, following the negotiation of lower costs by the Chief Solicitor. It is suggested that these resources be reallocated for potential costs arising from the Ship Dismantling and Related Development Planning Appeal/Dial-a-Ride court case to supplement the resources identified earlier in the report.

ii) Budget Support Reserves 2007/2008 to 2009/2010

Previous reports have advised Members that the budget strategy for 2007/2008 to 2009/2010 is based on using £6.5m of reserves to support services. It was previously anticipated that £5.6m would be set aside at 31<sup>st</sup> March, 2007, to meet this commitment. Following the receipt of further income under the RTB sharing agreement during 2006/2007 the actual resources available at 31<sup>st</sup> March, 2007, are £6.2m. Therefore, the shortfall in resources has reduced to £0.3m. It is expected that this shortfall will be bridged during 2007/2008 from further income received from the RTB sharing agreement. This cannot be guaranteed as sales have reduced significantly and this trend is likely to continue based on experience in other authorities. In addition, the fear of further increases in interest rates are likely to discourage people from exercising their right to buy.

## **6. CONCLUSION**

- 6.1 The Council's revenue outturn is more favourable than anticipated owing to a number of one-off factors. The main item relates to the one-off discount achieved on the Council's Loans Portfolio, which cannot be repeated.

- 6.2 On the downside there are also a number of one-off costs and overspends which need to be funded. The net impact of these factors is an underspend of £70,000.
- 6.3 The one-off costs include provision for Ship Dismantling and Related Development/Dial-a-Ride legal costs. At this stage the costs of these issues are uncertain. At the time of preparing this report the Planning Committee were still considering their approach to the appeal. A verbal update will be provided at your meeting. In the event that the costs of these issues are less than the provision included in this report it is suggested that any uncommitted resources should be transferred to the Budget Support Fund. A strategy for using these resources can then be developed as part of the 2008/2009 Budget and Policy Framework proposals.

## **7. RECOMMENDATIONS**

- 7.1 It is recommended that Members:
- i) Determine which of the following options they wish to adopt for funding the bonus buy-out costs:
    - a) Fund the bonus buy-out costs of £1.3m from the one-off loan discount of £1.2m and the final quarters investment income of £0.1m; or
    - b) Fund the bonus buy-out costs from General Fund Reserves, as previously approved by Council and transfer £1.3m (£1.2m one off loan discount and £0.1m final quarters investment income) into the Budget Support Fund pending the development of a strategy for using these resources as part of the 2008/2009 Budget and Policy Framework proposals.
  - ii) Approve the use of the corporate underspends to meet the additional commitments detailed in paragraph 3.11 and paragraph 6.3;
  - iii) Determine how they wish to allocate the net uncommitted resources of £70,000, detailed in paragraph 3.11.
  - iv) Approve the proposals for finalising capital outturn details in paragraph 4.2;
  - v) Approve the proposal for reallocating reserves as detailed in paragraph 5.1 (i).

- vi) Authorise the Chief Financial Officer to finalise the 2006/2007 outturn and should any further issues arise to fund these by varying the contributions to the Legal Costs reserve and or the Job Evaluation Protection Reserve in consultation with the Finance and Efficiency Portfolio Holder.



<b><u>Additional Benefits and Commitments</u></b>	<b><u>£'000</u></b>
i) <u>Investment Income</u>	200
Interest income in the final quarter of 2006/2007 was higher than previously forecast.	
ii) <u>Savings on Strategic Contingency</u>	351
The savings reflected lower costs in relation to the provisions included for Older People Care costs, energy costs and a net saving on the Single Status implementation budget.	
The latter budget was originally included to meet the costs of implementing Single Status in April, 2006. In practice, part of the provision has been used to fund the final COT3 costs, employment tribunal legal costs and costs of undertaking detailed job evaluations.	
iii) <u>One-Off Prudential Borrowing Savings</u>	410
These savings have arisen owing to capital expenditure being incurred later than expected.	
iv) <u>Benefit Subsidy (net Shopping Centre Income)</u>	140
These budgets are held within the Chief Executive's Department, although they could be classed as corporate budgets as they are effectively demand lead budgets and therefore difficult to predict. For 2006/2007 the current Benefit Subsidy Grant regime has had a positive financial impact. On the downside the level of Shopping Centre income has been lower than anticipated.	
v) <u>Brinkburn Pool</u>	90
The Children's Services, Performance Management and Regeneration, Liveability & Housing Portfolios have determined, on the basis of advice from the Amateur Swimming Association and consultation with Hartlepool Swimming Instructors, not to install a moveable floor at Brinkburn Pool. The Portfolio Holders have requested that this budget provision be earmarked for the general upkeep of Swimming Pools within the town. (See item (xi)).	
vi) <u>Miscellaneous</u>	45
Savings on other corporate budgets.	
	<hr/> 1,236

vii) Job Evaluation Protection Reserve

( 400)

This reserve will provide additional resources to assist with the implementation of a new Pay and Grading system. In particular, these resources will help meet the temporary costs of providing protection to individual employees where their salary is downgraded.

viii) Increase in Neighbourhood Services Overspend

( 180)

This increase is owing to three one-off factors:

- Reduction in Car Parking Income

This position is linked to the reduction in Shopping Centre income detailed in paragraph (iv) above.

- Cost of 53 Week Year

In a normal year Neighbourhood Services budgets are based on 52 weeks. However, every seven years there needs to be 53 weeks in the financial year and 2006/2007 was such a year. In previous years when this position arose the Neighbourhood Services Trading Accounts had generated a surplus to offset these costs. However, since the last 53 weeks occurred the financial position on trading activities has become more challenging and it has not been possible to absorb these costs in 2006/2007.

- Recovery of Trading Activity Income

During 2006/2007 a new Financial Management System was introduced, which included replacing the Neighbourhood Services Uniclass Costing System. This change has enabled efficiency savings to be made by Neighbourhood Services and further corporate savings will be achieved in 2007/2008. This was a major exercise and was carried out by seconding staff from their normal day jobs. As a result of these factors some minor problems in recovering income from clients within the Council (including schools) have been experienced. As the amount is not significant (£75,000 compared to total income of £25m) and the timescale for closing the accounts is extremely challenging it has been determined to not pursue this issue. It is proposed to review existing procedures to ensure these problems do not re-occur in 2007/2008.

ix) Ship Dismantling and Related Development/Dial-a-Ride Legal Costs ( 406)

Following recent Planning Committee decisions the Council faces a number of Planning Appeals and the most significant case relates to the Ship Dismantling and Related Development Appeal. The Council will need to incur legal and other costs in defending these cases. In the event that the final decisions go against the Council it is likely that the Council will have costs awarded against it. It would therefore be prudent to establish a provision for these potential costs.

The Council will also incur legal costs in relation to the Dial-a-Ride incident.

This overall provision will, it is hoped, be sufficient to meet the costs of these cases. However, final figures will not be known until the detail cases go to appeal/court.

x) Swimming Pool Maintenance Reserves ( 90)

The Children's Services, Performance Management and Regeneration, Liveability & Housing Portfolios have determined, on the basis of advice from the Amateur Swimming Association and consultation with Hartlepool Swimming Instructors, not to install a moveable floor at Brinkburn Pool. The Portfolio Holders have requested that this budget provision be earmarked for the general upkeep of Swimming Pools within the town.

xi) Community Sports Centre Deficit Reserve ( 50)

This is an increasing area of risk owing to the potential withdrawal of revenue grant funding, it would therefore be prudent to set aside resources to manage this risk.

xii) Contribution towards Cost of Greater Integration between HBC and PCT (e.g. Director of Public Health) ( 40)

70

## **SCRUTINY CO-ORDINATING COMMITTEE**

29 June 2007



**Report of:** Scrutiny Manager

**Subject:** THE ROLE OF THE SCRUTINY  
CO-ORDINATING COMMITTEE

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### **1. PURPOSE OF REPORT**

- 1.1 To give an overview of the role of the Scrutiny Co-ordinating Committee.

### **2. BACKGROUND INFORMATION**

- 2.1 The Council's approach to Overview and Scrutiny has been informed by government guidance, best practice nationally and experience of what works locally to ensure that the Scrutiny Forum's operate in an optimum scrutiny structure that will enable the Forums to add value and improve services for the residents of Hartlepool.
- 2.2 The experience of other authorities of scrutiny demonstrated that they had benefited from the establishment of a body responsible for co-ordinating the scrutiny process. Given the increase in importance of a scrutiny role under the new arrangements and the increase in the workload of the scrutiny function, the Constitution Working Group felt that it would be valuable to create a co-ordinating body for scrutiny from the 2002/03 Municipal Year onwards. This report sets out the key roles of the Scrutiny Co-ordinating Committee and Members may wish to discuss in more detail issues relating to these at the meeting.

### **3. MEMBERSHIP OF THE SCRUTINY CO-ORDINATING COMMITTEE**

- 3.1 The membership of the Scrutiny Co-ordinating Committee reflects both the Council's political make-up and the four standing Scrutiny Forums (which are equally represented on the committee). Each Scrutiny Forum Chair and Vice-Chair will serve on the Committee and will be supported by a further six additional Members from the four standing Scrutiny Forums.

- 3.2 This approach enables the Scrutiny Co-ordinating Committee to draw on the experience of a variety of Members, represent a cross section of political views and equally represent each of the four standing forums.

#### **4. FUNCTIONS AND REMIT OF THE SCRUTINY CO-ORDINATING COMMITTEE**

- 4.1 The Scrutiny Co-ordinating Committee has a two-fold role, firstly it co-ordinates Scrutiny activity and manages the overall Scrutiny Work Programme and secondly it considers the Authority's corporate and financial issues as outlined below in more detail:

##### **Approval of the Annual Overview and Scrutiny Work Programme.**

- 4.2 The Scrutiny Co-ordinating Committee is responsible for agreeing the overall Scrutiny Work Programme and the work programme of individual scrutiny forums. It will work with the four forums to decide an Annual Overview and Scrutiny Work Programme, including the programme of any ad-hoc forum that it appoints, to ensure there is efficient use of the forums and that the potential for duplication of effort is minimised.

##### **Development of the Budget and the Plans and Strategies that make up the Policy Framework**

- 4.3 The Scrutiny Co-ordinating Committee has an important role in the development of the annual revenue and capital budgets and also in various plans and strategies, which make up the Budget and Policy Framework, which are currently under review.
- 4.4 Once the Cabinet has agreed a draft budget or a draft plan/strategy, Overview and Scrutiny must have the opportunity to discuss the draft for at least six weeks. The draft budget and each plan or strategy will, in the first instance, be referred to the Scrutiny Co-ordinating Committee and it will be for the Committee to determine the extent to which the budget or the plan or strategy, is discussed and by which scrutiny body. The Committee may decide that it wishes to examine a particular document itself, request one of the standing forums to do so or create an ad hoc forum to do so.

##### **Mediating in disputes between Scrutiny Forums**

- 4.5 Where an issue falls within the remit of more than one scrutiny forum it is the responsibility of the Scrutiny Co-ordinating Committee to determine which forum should examine an issue and also to resolve any other issues or disputes between the forums.

### **Requests for items to be considered by Overview and Scrutiny**

- 4.6 The Scrutiny Co-ordinating Committee will receive all requests from the Mayor, Cabinet, Council, other Council committees and individual Members, for issues to be discussed by Overview and Scrutiny. For all such requests the Constitution requires the body or Members making it, to set out the reasons for referring the issue and the objectives of the Overview and Scrutiny process. In the case of referrals from the Executive, Council or other Council Committees any statutory requirements that the referring body is working within or towards, and timescales for reporting back to the referring body, must also be identified in the referral. In the case of an individual member referral, a notice, which is available from the Democratic Services Team, must be completed.
- 4.7 When the Scrutiny Co-ordinating Committee receives any requests for items to be discussed or examined, it can either:
- (a) consider the item itself (this is likely to take place when the issue is cross-cutting or timescales and work programmes will not allow the appropriate forum to deal with the referral); or
  - (b) require one of the four standing overview and scrutiny forums to consider the issues; or
  - (c) create an ad-hoc overview of the scrutiny forum to examine the issue.
- 4.8 Where the Scrutiny Co-ordinating Committee receives a referral from Council, the Cabinet or a Cabinet Member relating to the budget and policy framework or an item which will be the subject of a key decision, then it must be considered. Other types of referral and referrals from other bodies / Cabinet Members can be examined at the discretion of the Scrutiny Co-ordinating Committee in line with the Selection Criteria for Dealing with Non-mandatory Scrutiny Referrals Procedure as outlined in the Authority's Constitution. However a decision not to examine any referral must be justified and reported to Council and the referring body or Cabinet Member.

### **Managing the reporting arrangements for Overview and Scrutiny**

- 4.9 The Scrutiny Co-ordinating Committee has responsibility to ensure that this is managed effectively, particularly in relation to reports to the Executive. It can determine the priority of forum reports, if the volume is such that it creates difficulty for the management of executive business or jeopardises the efficient running of Council business generally. There continues to be regular liaison with the Executive to ensure that the referral and reporting arrangements run efficiently via quarterly informal meetings, known as Joint Cabinet / Scrutiny Events.

- 4.10 In addition to this, there is also a Scrutiny Officer Liaison Group, chaired by the Scrutiny Manager, established to ensure that there is a direct line of accountability between scrutiny and chief officers. Furthermore providing a co-ordinated link between officers and scrutiny and the monitoring of the impact of scrutiny reports is also simplified.

### **Power to Call-In Decisions**

- 4.10 Members of the Scrutiny Co-ordinating Committee have the power to 'call-in' decisions of the Executive, for further consideration by the Scrutiny Co-ordinating Committee. This can result in the decision being referred back to the Executive for review.
- 4.11 Twelve Executive decisions may be called in per municipal year. The following have the right to call-in:
- (a) Each of the forum chairs, provided that they have the support of at least two Members of the Scrutiny Co-ordinating Committee, and
  - (b) Five Members of the Council (excluding Members of the Executive)
- and provided that the Members exercising the call-in represent at least two political groups.
- 4.12 When calling-in a decision the Members must identify the reasons for the call-in and the reasons why they believe the decision was not taken in accordance with the principles of decision-making set out in the constitution. Notification of the wish to call-in a decision must be given to the proper officer not later than 3 clear working days after the publication of the decision. (After which the decision becomes effective i.e. on the fourth clear working day).
- 4.13 Once the decision has been called in the Scrutiny Co-ordinating Committee will meet to discuss the reasons for the call-in and it may either:
- (a) determine that it is content with the decision; or
  - (b) require the Executive to reconsider the decision.
- 4.14 If the Executive is required to reconsider the decision it can either re-affirm the decision or modify it. However the outcome of the Executive's deliberations must be reported back to the Scrutiny Co-ordinating Committee.

## **5. SCHEDULE OF COMMITTEE DATES FOR 2007/08**

- 5.1 Detailed below, for Members information, are the scheduled dates for meetings of the Scrutiny Co-ordinating Committee in 2007/08. Please note that all scheduled meetings will commence at 2.00 pm, with the capacity for additional meetings to be arranged where required to accommodate the needs of individual inquiries.

Friday 3 August 2007;  
Friday 14 September 2007; and  
Friday 19 October 2007.

## **6. CONCLUSIONS**

- 6.1 It should be clear to Members that the Scrutiny Co-ordinating Committee has an important role, both in the development and the management of the scrutiny function and to consider corporate/financial issues relating to the Authority. No specific action is required as a result of this report, however, Members may have questions about the role of the Committee.

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## **BACKGROUND PAPERS**

The following background paper was used in the preparation of this report-

- i) Hartlepool Borough Council Constitution



## SCRUTINY CO-ORDINATING COMMITTEE

29 June 2007



**Report of:** Scrutiny Manager

**Subject:** DETERMINING THE SCRUTINY CO-ORDINATING COMMITTEE'S WORK PROGRAMME FOR 2007/08

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### 1. PURPOSE OF REPORT

- 1.1 To provide the Members of the Scrutiny Co-ordinating Committee with a range of information, extracted from various sources to assist in the consideration of suitable topics for inclusion into the Committee's Work Programme for the 2007/08 Municipal Year.

### 2. BACKGROUND INFORMATION

- 2.1 The role of Scrutiny Co-ordinating Committee is twofold in that carries out a co-ordinating role of the four standing Scrutiny forums together with the scrutiny element focussing on the budget, various plans and strategies that make up the policy framework.
- 2.2 As such there is a need to develop a Work Programme for the 2007/08 Municipal Year, together with a timeframe for each review, for endorsement by Members of this Committee at this meeting. Detailed terms of reference can be developed at the start of each review.
- 2.3 As such the Deputy Mayor (Performance) and the Cabinet Member for Neighbourhoods and Communities, the Assistant Chief Executive, the Chief Financial Officer and the Chief Personnel Officer have all been the foundation sources for this report. Along with key documents such as the Local Area Agreement Reward Element Targets (also known as LPSA2); the Corporate Plan for 2007/08; and recent Viewpoint Surveys to enable this Committee to compile its Work Programme for 2007/08.
- 2.4 However, it should be appreciated that some of the areas detailed below are continually evolving and further details will emerge throughout the year.
- 2.5 In addition to establishing the Committee's Work Programme, Members may consider it appropriate to receive illustrations from service departments in relation to impending legislation and to respond on an ad hoc basis to emerging issues which would be considered appropriate for an investigation or review to be undertaken.

TOPIC	Chief Officer, Elected Mayor and Cabinet Member	Member(s)	Carried Forward from 2006/07 Work Programme	Viewpoint Survey May 2006 to April 2007	Referrals
<b>Building Schools for the Future (BSF)</b>  (To continue the SCC's involvement in the consultation process as part of the overall delivery of the BSF programme)			X		
<b>Implementation of the Authority's Single Status Agreement</b>  (Currently being undertaken as a Sub-Group of SCC entitled Single Status Working Group, aimed at raising Members' understanding and awareness)			X		
<b>The Operation of the Authority's Postal System</b>  (To review the operation of the Authority's in-house postal system)		X			
<b>Implementation of the Enhanced Role for Overview and Scrutiny</b>  (To progress the effective implementation of the enhanced role for Overview and Scrutiny as outlined in the Local Government Bill 2006 and the Police and Justice Act 2006)	X				
<b>The Use of Agency Staff within the Council</b>  (To review the Council's approach to the long-term use of agency workers) <i>* Topic initially formed part of the 2006/07 Work Programme. The workload of SCC prevented consideration of this issue hence it was agreed that this topic be included in the work programme suggestions for 2007/08.</i>			X		

TOPIC	Chief Officer, Elected Mayor and Cabinet Member	Member(s)	Carried Forward from 2006/07 Work Programme	Viewpoint Survey May 2006 to April 2007	Referrals
<b>Service Improvements</b>  (To consider how the Council's services are being improved in conjunction with the Efficiency Strategy)  <i>* Topic initially formed part of the 2006/07 Work Programme. The workload of SCC prevented consideration of this issue hence it was agreed that this topic be included in the work programme suggestions for 2007/08.</i>			X		
The Internet and You				X	
Consulting the Public				X	

2.6 In addition, Scrutiny Co-ordinating Committee has a role in over-seeing the general policies of the Council relating to the efficient use of resources. Consequently, the table below provides the dates of key budgetary and performance management reports that will go to Cabinet, for Members information, which will also be considered by Scrutiny thereafter.

REPORT	ESTIMATED DATE
Community Strategy Review – Phase 2	September 2007
Draft Access Strategy	October / November 2007
Annual Audit Letter	Early December 2007 / January 2008
Corporate Plan 2008/09 (BVPP)	January 2008, March 2008 and May 2008

REPORT	ESTIMATED DATE
2006 /07 Final Outturn Strategy	June 2007
Quarterly Budget and Performance Management Monitoring Reports	Quarter 1: August 2007 Quarter 2: November 2007 Quarter 3: February 2008
Initial Budget Consultation Report	October 2007 onwards
Draft Budget and Policy Framework Report	Early December 2007

- 2.7 In addition, the Committee will need to give consideration to a number of progress reports on completed reviews that were conducted in the previous Municipal Year.

6 MONTHLY PROGRESS REPORTS ON COMPLETED REVIEWS	TO BE CONSIDERED BY THE FORUM (ESTIMATED DATE)
Withdrawal of European Structural Funding to the Voluntary Sector within Hartlepool	October 2007
Rossmere Pool	August 2007

- 2.8 Having considered the above information together with individual Members' identified topics for inclusion into the Work Programme, the Committee may wish to discuss various aspects contained within the Corporate Plan 2007/08 to raise potential areas for consideration. They could range from areas already identified as suitable for development through commitments or areas where the specific performance is below the targeted level. For this purpose, **Appendices A and B** detail the relevant Sections of the Corporate Plan for the Committee's consideration as outlined overleaf:-

**Appendix A** – Council's Priority Contributions to Community Strategy Themes: 'Strengthening Communities'; and 'Organisational Development'.

**Appendix B** - Performance Indicator Table: 'Strengthening Communities'; and 'Organisational Development'.

- 2.9 The Committee may also wish to apply a degree of emphasis on a particular source for example, would the Committee consider issues which are clearly raised as a concern by the public to carry more weight than those considered

important by the service provider? In practice the Committee will need to apply a considered opinion from all sources against the individual subject area.

- 2.10 Once the Committee has identified Scrutiny topics, anticipated time frames need to be applied. It is suggested to the Committee that a standard template for applying time allocations should be treated with caution as when scoping a subject a number of complexities may arise, therefore the anticipated duration should be allocated to the subjects on an individual basis.
- 2.11 **The Committee is also advised to be cautious in setting an overly ambitious Work Programme for which it may be unable to deliver given its dual role.**
- 2.12 In addition to the above, the Committee may also consider establishing some small Sub-Groups, known as Working Groups to look at sharp focused areas of supplementary aspects of the main topic being scrutinised.

### 3. RECOMMENDATION

- 3.1 The Scrutiny Co-ordinating Committee is requested to consider the wide range of information detailed within this report to assist in the determination of its 2007/08 Work Programme (along with memberships of any Working Groups where appropriate such as the Single Status Working Group), to be approved alongside the four standing Scrutiny Forums Work Programmes at this meeting.

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### BACKGROUND PAPERS

The following background papers were used in the preparation of this report:-

- (i) Corporate Plan for 2007/08;
- (ii) Community Strategy; and
- (iii) Viewpoint Survey - May 2006 to April 2007.

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### Corporate Plan Action Plan 2007/08 – Community Strategy Themes / Council Priorities

This Forum's remit covers Actions under the following Community Strategy Themes / Council Priority areas:

- Strengthening Communities; and
- Organisational Development.

The information provided in the appendix includes all of the 'key achievements' and the 'vision' for each of the relevant Community Strategy Themes. The Themes are divided into the Corporate Plan Objectives that have some relevance to this Forum. Under each Corporate Plan Objective there are a number of Actions. However, not all of the Actions under the Corporate Plan Objectives fall under the remit of this Forum, where this is the case the Action is included here but it is indicated that it is not under this Forum's remit.

#### Strengthening Communities

<b>Community Strategy / Council Priority</b>	Empower individuals, groups and communities and increase the involvement of citizens in all decisions that affect their lives.
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#### Key achievements in 2006/07

- Working with local communities, Neighbourhood Action Plans (NAPs) have been updated for both Dyke House/Stranton/Grange and Burbank areas, and work on updating the Rift House/Burn Valley Plan is underway. We have also assisted New Deal for Communities in completing a NAP for their area.
- Around £350,000 of Neighbourhood Renewal Fund Residents Priorities Budget has been spent across NAP areas, on priorities identified in Neighbourhood Action Plans.

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- We have undertaken a review of the NAP process and commenced implementation of its many recommendations including for example, how to involve more residents in the process and achieve a good geographical spread of participants.
- The Statement of Community Involvement (SCI) showing how residents and the broader community can get involved in the preparation of new land-use plans and consideration of planning applications was adopted in October 2006.
- Residents continue to be involved in the ongoing development and governance of the Housing Market Renewal (HMR) programme across central Hartlepool
- A Best Value Review of Strengthening Communities has been undertaken with the Voluntary and Community Sector (VCS) and a Strategic Improvement Plan developed to improve performance in this aspect of the Council's work.
- Hartlepool Borough Council has achieved Beacon Status for emergency planning in partnership with the other 3 authorities in Cleveland and Cleveland Police and Cleveland Fire Brigade. The Cleveland Emergency Planning Unit made a joint bid for Beacon Status, with the main theme being partnership working through the emergency planning unit.

### In 5-10 years time: -

- There will be an increased range of services and activities that have been developed and delivered in partnership with local communities.
- The public will be reassured through a awareness of the emergency planning arrangements that are in place and which are continually reviewed.
- Information on how the public can protect themselves during an emergency will be enhanced.

Strengthening Communities				
Corporate Plan Objective: Increasing financial resources within family environments to provide improved lifestyle opportunities (Ref. CO40)		Community Strategy Ref:		Key PIs: LAA SC16- 18
Ref:	Action	Date to be Completed	Responsible Officer	Links to Other Plans
SC13	Undertake community engagement programme to raise awareness and accessibility to financial support	May 07	John Morton	LAA Outcome 34
Corporate Plan Objective: Freedom from discrimination or harassment (Ref. CO41)		Community Strategy Ref:		Key PIs:

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Ref:	Action	Date to be Completed	Responsible Officer	Links to Other Plans
SC14	Improve Consultation, Community Development and Scrutiny	Mar 08	Vijaya Kotur	LAA Outcome 35
SC15	Improve Service Delivery and Customer Care	Mar 08	Vijaya Kotur	LAA Outcome 35

\* The responsibility for these Actions fall under the remit of the Neighbourhood Services Scrutiny Forum.

\*\* The responsibility for these Actions fall under the remit of the Regeneration and Planning Services Scrutiny Forum.

### Organisational Development

<b>Community Strategy / Council Priority</b>	<p>To develop and enhance the effectiveness and efficiency of the Council through:</p> <ul style="list-style-type: none"> <li>• improve management and governance</li> <li>• improved access to and understanding of the public</li> <li>• improved understanding, skills, competencies and contribution of Elected Members and Staff</li> <li>• the innovative implementation of key efficiency drivers</li> <li>• the effective management, governance and development of financial arrangements</li> </ul>
--	---

### Key achievements in 2006/07

- For the fifth year running the Council were awarded 4 stars, the highest possible rating, by the Audit Commission as part of the Comprehensive Performance Assessment
- The Council's Corporate Assessment Inspection, which forms part of the overall Comprehensive Performance Assessment, scored the Council as 3, out of a possible 4. When ranked with all other Councils that have been reassessed Hartlepool are ranked joint third
- A 5 year procurement plan was completed and regional and sub-regional collaborative contracts have been concluded, which will result in significant savings



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- An integrated Asset Management Plan / Capital Strategy was approved by Cabinet.
- Hartlepool Connect (Contact Centre) was opened and services integrated
- ‘Talking with Communities’ is now an established consultation forum for all council departments and partners
- To help increase family resources within the family environment an activity programme has yielded positive results in terms of the number of new Council Tax exemptions and reductions granted. A TV message is being piloted within GP surgeries via ‘Lifechannel’
- Risk Management has now become part of the day to day working of the council and departments are continuing to look at ways of reducing risks on a regular basis

### In 5-10 years time: -

Hartlepool Borough Council will be recognised locally, regionally and nationally as providing strong community leadership and delivering local and national priorities in partnership with others.

Organisational Development				
Corporate Plan Objective: Continued development of service planning and performance management arrangements (Ref: CO45)		Community Strategy Ref:		Key PIs:
Ref:	Action	Date to be Completed	Responsible Officer	Links to Other Plans
OD01	Complete updated 2008/09 Corporate Plan	Jun 08	David Hunt	
OD02	Procure and implement new Performance Management Database	Mar 08	David Hunt	
OD03	Propose improvements to service planning process for 2008/09	Dec 07	Peter Turner	
OD04	Manage achievement of continuous improvement	Mar 08	Peter Turner	
OD05	Implement appropriate improvements to deliver requirements of Use of Resources	Jul 07	Mike Ward	
Corporate Plan Objective: Prepare for Implementation of White Paper and Local Government Bill (Ref: CO46)		Community Strategy Ref:		Key PIs:

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Ref:	Action	Date to be Completed	Responsible Officer	Links to Other Plans
OD06	Hold member seminars to discuss implications of White Paper and Local Government Bill	Mar 08	Andrew Atkin	
OD07	Provide further reports on the implications of the White Paper and Local Government Bill and respond to Government consultations	Mar 08	Andrew Atkin	
Corporate Plan Objective: Implement Risk Strategy to ensure robust risk management arrangements are in place (Ref CO47)		Community Strategy Ref:		Key PIs:
Ref:	Action	Date to be Completed	Responsible Officer	Links to Other Plans
OD08	Maintain and review risk management arrangements	Mar 08	Kerry Trenchard	
Corporate Plan Objective: Develop and improve the effectiveness of the overview and scrutiny process (Ref. CO48)		Community Strategy Ref:		Key PIs:
Ref:	Action	Date to be Completed	Responsible Officer	Links to Other Plans
OD09	To continue to raise the profile of the work of the Overview and Scrutiny Function	Sep 07	Charlotte Burnham	
OD10	Compilation and Delivery of the Scrutiny Work Programme 2007/08	May 08	Charlotte Burnham	
OD11	To implement the extended powers to Scrutiny as outlined in the Local Government Bill/Police and Justice Act 2006	Mar 08	Charlotte Burnham	
OD12	To further enhance the knowledge of Non-Executive Members serving on the Overview and Scrutiny Committees	Aug 07	Charlotte Burnham	
OD13	Evaluate the work/added value to the Overview and Scrutiny arrangements in Hartlepool	Apr 08	Charlotte Burnham	
Corporate Plan Objective: Development of Statement on Internal Control and Governance arrangements (Ref. CO49)		Community Strategy Ref:		Key PIs:
Ref:	Action	Date to be Completed	Responsible Officer	Links to Other Plans
OD14	Co-ordinate SIC Work Programme	May 07	Noel Adamson	

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Corporate Plan Objective: Put in place arrangements to ensure the structure of the authority and support arrangements are fit for purpose (Ref CO50)		Community Strategy Ref:		Key PIs:
Ref:	Action	Date to be Completed	Responsible Officer	Links to Other Plans
OD15	Identify and implement structures appropriate to delivering high quality, efficient services	Mar 08	Joanne Macheers	
Corporate Plan Objective: Ensure arrangements in place to deal with new and existing legislation (Ref. CO51)		Community Strategy Ref:		Key PIs:
Ref:	Action	Date to be Completed	Responsible Officer	Links to Other Plans
OD16	Implement new and existing legislation	Jun 07 and ongoing	Tony Brown	
OD17	Continue to develop and implement the ethical framework through revisions to the Member Code of Conduct and the introduction of an Officers Code	May 07 and ongoing	Tony Brown	
Corporate Plan Objective: Develop and Implement Efficiency Strategy (Ref. CO52)		Community Strategy Ref:		Key PIs:
Ref:	Action	Date to be Completed	Responsible Officer	Links to Other Plans
OD18*	Implement 5 year Procurement Plan	Mar 08	Graham Frankland	
OD19	Review and further develop integrated Efficiency Strategy	Apr 07 and ongoing	Mike Ward	
Corporate Plan Objective: Develop the Contact Centre to increase the range of services provided (Ref. CO53)		Community Strategy Ref:		Key PIs:
Ref:	Action	Date to be Completed	Responsible Officer	Links to Other Plans
OD20	Develop the single point of access	Mar 08	Christine Armstrong	

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OD21	Develop links with partner organisations including voluntary and community sector	Mar 08	Christine Armstrong
OD22	Develop and agree communication arrangements	Mar 08	Christine Armstrong
Corporate Plan Objective: Implement the Communicating with your Council plans (Ref: CO54)		Community Strategy Ref:	Key PIs:
Ref:	Action	Date to be Completed	Responsible Officer Links to Other Plans
OD23	Implement Corporate Communications Strategy Action Plan	Apr07 and ongoing	Alastair Rae
OD24	Implement the Corporate Consultation Strategy Action Plan	Apr07 and ongoing	Liz Crookston
OD25	Implement the Corporate Complaints Strategy Action Plan	Apr07 and ongoing	Liz Crookston
OD26	Improve Customer Care and Service Delivery	Mar 08	Christine Armstrong
Corporate Plan Objective: Enhance Equality and Diversity arrangements and mainstream into all council activities (Ref: CO55)		Community Strategy Ref:	Key PIs: BVPI 2 a+b
Ref:	Action	Date to be Completed	Responsible Officer Links to Other Plans
OD27	Improve Equality and Diversity Leadership and Corporate Commitment	Mar 08	Vijaya Kotur
Corporate Plan Objective: Implement Elected Member Development Strategy (Ref: CO56)		Community Strategy Ref:	Key PIs:
Ref:	Action	Date to be Completed	Responsible Officer Links to Other Plans
OD28	Further develop the skills and knowledge of Elected Members	Mar 08	Julie Wilson
OD29	Assess and develop the ICT skills of Elected Members to support e-democracy	Mar 08	Julie Wilson

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OD30	Continue the commitment made to working towards the North East Charter for Member Development	Dec 07	Joanne Machers
Corporate Plan Objective: Implement the People Strategy and the Workforce Development Strategy (Ref: CO57)		Community Strategy Ref:	Key PIs: BVPI 11a-c & 12, BVPI 16a+b & 17a+b
Ref:	Action	Date to be Completed	Responsible Officer Links to Other Plans
OD31	Implement plans to Develop & Promote Active, Visible and Effective Leadership	Mar 08	Lucy Armstrong
OD32	Implement plans to Continually Improve What We Do	Mar 08	Joanne Machers
OD33	Implement plans to Develop Skills of the Workforce	Mar 08	Lucy Armstrong
OD34	Implement plans to Promote Healthy Working	Mar 08	H&S Advisor (Vacant)
OD35	Implement plans to Effectively Recognise, Engage and Reward the Workforce	Mar 08	Wally Stagg
OD36	Implement plans to Effectively Use Resources & Invest in the Future	Mar 08	Lucy Armstrong
Corporate Plan Objective: Implement Pay and Grading and Single Status arrangements (Ref: CO58)		Community Strategy Ref:	Key PIs:
Ref:	Action	Date to be Completed	Responsible Officer Links to Other Plans
OD37	Implement Revised Pay and Grading Structure	Mar 08	Joanne Machers
OD38	Implement revised Single Status Conditions of Service	Mar 08	Joanne Machers
Corporate Plan Objective: Delivery of the ICT Strategy to support corporate objectives (Ref: CO59)		Community Strategy Ref:	Key PIs:
Ref:	Action	Date to be Completed	Responsible Officer Links to Other Plans
OD39	Review of ICT Strategy to ensure links with other corporate objectives	Oct 07	Joan Chapman

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OD40	Identification and delivery of programme of priority projects	Apr07 and ongoing	Joan Chapman
Corporate Plan Objective: Develop Strategic Financial Plans (Ref. CO60)		Community Strategy Ref	Key PIs:
Ref	Action	Date to be Completed	Responsible Officer Links to Other Plans
OD41	Develop robust Strategic Planning Framework	Dec 07	Mike Ward
OD42	Aligning Strategic and Financial Planning	Dec 07	Mike Ward

\* The responsibility for this Action falls under the remit of the Neighbourhood Services Scrutiny Forum.

**PERFORMANCE INDICATORS - APPENDIX B**

Every council is required by the Department for Communities and Local Government to collect and publish a range of Best Value performance indicators. In addition to these Government indicators, services in Hartlepool Borough Council have also set 'Local indicators'. These statutory and non-statutory Best value indicators are set out in the pages that follow.

***The tables provide detailed performance presented against the overall performance of the council and each of the Community Strategy themes and aims. Two of the Community Strategy themes have some relevance to this Forum, and are listed below.***

⇒ **Strengthening Communities**⇒ **Organisational Development**

BVPs are set by the government and information for these must be included in the plan. Some of the BVPs are have additional uses these include:-

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• <b>Comprehensive Performance Assessment (CPA)</b><br/>The means by which the Audit Commission assesses the Council's overall performance</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Public Service Agreement (PSA)</b><br/>Agreement between local and central government to improve performance across a range of indicators based upon national and local priority</li> </ul> |
| <ul style="list-style-type: none"> <li>• <b>Performance Assessment Framework (PAF)</b><br/>Indicators set by the government for Social Services service areas</li> </ul>                     | <ul style="list-style-type: none"> <li>• <b>Quality of Life (QoL)</b><br/>These indicators cover the issues that effect how people feel about life in the local area</li> </ul>   |

<b>Strengthening Communities</b>				
<b>Corporate Plan Objective:</b> Increasing financial resources within family environments to provide improved lifestyle opportunities (Ref: CO40)				
<b>Ref</b>	<b>Definition</b>	<b>Outturn 2006/07</b>	<b>Target 2007/08</b>	<b>LAA Target 2008/09</b>
LAA SC16	Number of Council Tax Disabled Reliefs (performance expected with reward)	223	n/a	268
LAA SC17	Number of Council Tax Carer Reductions (performance expected with reward)	54	n/a	157
LAA SC18	Number of Council Tax Severely Mentally Impaired Reductions (performance expected with reward)	107	n/a	112

<b>Organisational Development</b>				
<b>Corporate Plan Objective:</b> Enhance Equality and Diversity arrangements and mainstream into all council activities (Ref: CO55)				
<b>Ref</b>	<b>Definition</b>	<b>Outturn 2006/07</b>	<b>Target 2007/08</b>	<b>LAA Target 2008/09</b>
BVPI 2a	The equality standard for local government in England	2	3	n/a
BVPI 2b	Duty to promote race equality	89	89	n/a



**APPENDIX B**  
**9.2**

<b>Corporate Plan Objective:</b> Implement the People Strategy and the Work force Development Strategy (Ref: CO57)				
<b>Ref</b>	<b>Definition</b>	<b>Outturn 2006/07</b>	<b>Target 2007/08</b>	<b>LAA Target 2008/09</b>
BVPI 11a	Percentage of top 5% earners that are women	43.79	48.09	n/a
BVPI 11b	Percentage of top 5% earners from black and minority ethnic communities	1.18	2.36	n/a
BVPI 11c	Percentage of top 5% earners who has a disability	6.93	8.1	n/a
BVPI 12	Number of working days lost due to sickness absence	13 days	11.05	n/a
BVPI 16a	Percentage of disabled employees	5.2 %	5.8 %	n/a
BVPI 16b	Percentage of economically active disabled community population	22.14	n/a	n/a
BVPI 17a	Percentage of black and ethnic minority employees	0.8 %	0.9 %	n/a
BVPI 17b	Percentage of economically active minority ethnic community population	1.1	n/a	n/a

## SCRUTINY CO-ORDINATING COMMITTEE

29 June 2007



**Report of:** Chair of the Adult and Community Services and Health Scrutiny Forum

**Subject:** DRAFT WORK PROGRAMME 2007/08

---

### 1. PURPOSE OF REPORT

- 1.1 To seek approval from the Scrutiny Coordinating Committee on the proposed Draft Work Programme of the Adult and Community Services and Health Scrutiny Forum for the 2007/08 Municipal Year.

### 2. BACKGROUND

- 2.1 At a meeting of the Adult and Community Services and Health Scrutiny Forum held on 12 June 2007, consideration was given to a wide range of information, extracted from various sources to assist in the formulation of the Forum's Draft Work Programme for the forthcoming year.
- 2.2 Prior to that meeting, myself and the Scrutiny Support Officer also met with the Director for Adult and Community Services, together with the Cabinet Members for Adult and Public Health Services and Culture, Leisure and Tourism to receive their views in relation to suitable topics for inclusion into the Forum's Draft Work Programme. In addition, the Forum received information from Hartlepool Primary Care PPI Forum and sought views from the various Health Trusts.
- 2.3 The Forum has therefore considered a wide range of suitable topics for inclusion into the Forum's Draft Work Programme. **Table 1** overleaf details the Forum's suggested Draft Annual Work Programme for 2007/08 together with appropriate timescales to be considered by the Scrutiny Coordinating Committee.
- 2.4 As the Forum with responsibility for Health Scrutiny, this Forum is also required to produce a rolling three year health scrutiny work programme following consultation with relevant stakeholders. **Table 2** overleaf summarises the issues that the Forum wishes to scrutinise in later years as part of the three year rolling work programme.

**Table 1 – Adult and Community Services and Health Scrutiny Forum's Draft Work Programme 2006/07**

TOPIC	DATE
<p><b>Pathway to Healthcare / The development of Primary and Community Services in Hartlepool.</b></p> <p>Objective – Following the recommendations of the Independent Reconfiguration Panel the objective of this investigation is twofold:- Firstly, the investigation will seek to engage with the Pathway to Healthcare agenda and input into plans for new hospital services and secondly, to review the existing map of primary and community services and facilities for the people of Hartlepool.</p>	July 2007 to March 2008

**Table 2 – Adult and Community Services and Health Scrutiny Forum's Rolling Three Year Work Programme 2007 – 2010**

TOPIC	DATE
Primecare/ Urgent Care	Yr 2/3
Alcohol Abuse	Yr 2/3
Healthy Eating /Obesity	Yr 2/3
Smoking	Yr 2/3

- 2.5 In addition to the above, the Forum have also acknowledged that throughout the 2007/08 Municipal Year it may be necessary to respond on an ad hoc basis to emerging issues which would be considered appropriate for a review to be undertaken.

### **3. RECOMMENDATION**

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee approves the content of the Draft Work Programme of the Adult and Community Services and Health Scrutiny Forum for the 2007/08 Municipal Year, as outlined in Table 1 and the rolling workprogramme for a further two years in Table 2.

**COUNCILLOR JONATHAN BRASH  
CHAIR OF THE ADULT AND COMMUNITY SERVICES AND HEALTH  
SCRUTINY FORUM**

**Contact Officer:-** Sajda Banaras – Scrutiny Support Officer  
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### **BACKGROUND PAPER**

The following backgrounds paper was used in the preparation of this report:-

- i) Briefing Note of the Scrutiny Support Officer entitled 'Determining the Forum's Work Programme' to the Adult and Community Services and Health Scrutiny Forum held on 12 June 2007.

# **SCRUTINY CO-ORDINATING COMMITTEE**

29 June 2007



**Report of:** Chair of the Children's Services Scrutiny Forum

**Subject:** DRAFT WORK PROGRAMME 2007/08

## **1. PURPOSE OF REPORT**

- 1.1 To seek approval from the Scrutiny Co-ordinating Committee on the proposed Draft Work Programme of the Children's Services Scrutiny Forum for the 2007/08 Municipal Year.

## **2. BACKGROUND INFORMATION**

- 2.1 At a meeting of the Children's Services Scrutiny Forum held on 11 June 2007, consideration was given to a wide range of information, extracted from various sources to assist in the formulation of the Forum's Draft Work Programme for the forthcoming year.
- 2.2 Prior to that meeting, myself and the Scrutiny Manager and Scrutiny Support Officer also met with the Director of Children's Services to receive her views in relation to suitable topics for inclusion into the Forum's Draft Work Programme. The Children's Services Portfolio Holder had unfortunately been unable to attend this meeting; however, her views were relayed through the Director of Children's Services.
- 2.3 The Forum has, therefore, considered a wide range of suitable topics for inclusion into the Forum's Draft Work Programme. **Table 1** overleaf details the Forum's suggested Draft Work Programme together with appropriate timescales to be considered by the Scrutiny Co-ordinating Committee.

**Table 1 – Children's Services Scrutiny Forum's Draft Work Programme 2007/08**

TOPIC	DATE
Access to recreation facilities for young people in Hartlepool  (Issue: Examination of the provision of recreation facilities for young people in Hartlepool, looking at issues around access and costs)	July 2007 to March 2008

- 2.4 In identifying the above topic, Members of the Forum were aware that in order for the issue to be given the attention it deserves a longer and more in depth investigation was needed. It was also acknowledged that throughout the 2007/08 Municipal Year it may be necessary to respond on an ad hoc basis to emerging issues which would be considered appropriate for a review to be undertaken. As such, it was agreed that one main topic would form the basis of the Forum's 2007/08 Work Programme.
- 2.5 In addition to the above, the Forum considered the South Neighbourhood Consultative Forum's request for an investigation into the role and meaning of 'Extended Schools' including the implications for sustainability and Accountability of Community Usage. In considering this referral, the Forum was of the view that it was inappropriate at this time to undertake such an investigation when a new Extended Schools Strategy had only put in place in April 2007. It was suggested that there would be greater value in undertaking a review of the effectiveness of the new strategy next year and as such this issue was to be included in the Forum's list of possible Work Programme items for consideration in 2008/09.
- 2.6 It was, however, acknowledged that there are a number of issues around the extended use of schools which could be considered as part of the 'Access to Recreation Facilities for Young People in Hartlepool' investigation. This was to be considered further during the Forum's scoping exercise, at which time the aim of investigation was to be refined.

### **3. RECOMMENDATION**

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee approves the content of the Draft Work Programme of the Children's Services Scrutiny Forum for the 2007/08 Municipal Year, as outlined in Table 1, and endorses the course of action outlined in Section 2.5 of the report in relation to the South Neighbourhood Consultative Forum's 'Extended Schools' referral.

#### **COUNCILLOR JANE SHAW CHAIR OF CHILDREN'S SERVICES SCRUTINY FORUM**

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### **BACKGROUND PAPERS**

The following background paper was used in the preparation of this report:-

- i) Briefing Note of the Scrutiny Support Officer entitled 'Determining the Forum's Work Programme 2007/08' to the Children's Services Scrutiny Forum held on 11 June 2007.

## SCRUTINY COORDINATING COMMITTEE

29 June 2007



**Report of:** Chair of the Neighbourhood Services Scrutiny Forum

**Subject:** DRAFT WORK PROGRAMME 2007/08

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### 1. PURPOSE OF REPORT

- 1.1 To seek approval from the Scrutiny Coordinating Committee on the proposed Draft Work Programme of the Neighbourhood Services Scrutiny Forum for the 2007/08 Municipal Year.

### 2. BACKGROUND INFORMATION

- 2.1 At a meeting of the Neighbourhood Services Scrutiny Forum held on 13 June 2007, consideration was given to a wide range of information, extracted from various sources to assist in the formulation of the Forum's Draft Work Programme for the forthcoming year.
- 2.2 Prior to that meeting, myself and the Scrutiny Manager and Scrutiny Support Officer also met with the Director of Neighbourhood Services, together with the Cabinet Members for Regeneration and Liveability, and Neighbourhoods and Communities, to receive their views in relation to suitable topics for inclusion into the Forum's Draft Work Programme.
- 2.3 The Forum has therefore considered a wide range of suitable topics for inclusion into the Forum's Draft Work Programme. **Table 1** overleaf details the Forum's suggested Draft Work Programme together with appropriate timescales to be considered by the Scrutiny Coordinating Committee.

**Table 1 – Neighbourhood Services Scrutiny Forum's Draft Work Programme 2007/08**

TOPIC	DATE
<b>School Meals</b>  (Issue: to gain an understanding of school meal provision within the town. How does school meal provision vary across the town and how does Hartlepool compare, nationally and regionally for this issue?)	July 2007 to September 2007
<b>Transportation links to a new Hospital Site / Neighbourhood Services Transport Provision</b>  (Issue: this is a mandatory referral from Full Council. On 13 March 2007 Scrutiny Co-ordinating Committee referred this issue to this Forum for consideration during the 2007/08 Municipal Year. In addition, it was suggested that this could be linked to Neighbourhood Services Transport with additional consideration being given to such issues as an Integrated Transport Unit (ITU) and the potential to make connections to Social Enterprise in relation to transport provision.)	September 2007 to April 2008
<b>Coastline Defences and Shoreline Management</b>  (Issue: to gain an understanding of the provision of coastal defences and shoreline management within Hartlepool. What are the likely costs of protecting the coastline and managing the shoreline and can Scrutiny enhance the potential to secure external funding for this issue?)	Reserve item, should time allow.
<b>Recycling</b>  (Issue: Referral from the North Neighbourhood Consultative Forum. As the tendering process for recycling operations was underway Members agreed the most appropriate course of Action would be to monitor this issue.	July 2007 – Baseline Report  September 2007, December 2007, and March 2008 – Quarterly Monitoring Reports



- 2.4 In addition to the above, the Forum have also acknowledged that throughout the 2007/08 Municipal Year it may be necessary to respond on an ad hoc basis to emerging issues which would be considered appropriate for a review to be undertaken.

**3. RECOMMENDATION**

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee approves the content of the Draft Work Programme of the Neighbourhood Services Scrutiny Forum for the 2007/08 Municipal Year, as outlined in Table 1.

**COUNCILLOR STEPHEN AKERS-BELCHER  
CHAIR OF NEIGHBOURHOOD SERVICES SCRUTINY FORUM**

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**BACKGROUND PAPERS**

The following background paper was used in the preparation of this report:-

- i) Briefing Note of the Scrutiny Support Officer entitled 'Determining the Forum's Work Programme 2006/07' to the Neighbourhood Services Scrutiny Forum held on 13 June 2007.

## SCRUTINY CO-ORDINATING COMMITTEE

29 June 2007



**Report of:** Chair of the Regeneration and Planning Services  
Scrutiny Forum

**Subject:** DRAFT WORK PROGRAMME 2007/08

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### 1. PURPOSE OF REPORT

- 1.1 To seek approval from the Scrutiny Co-ordinating Committee on the proposed Draft Work Programme of the Regeneration and Planning Services Scrutiny Forum for the 2007/08 Municipal Year.

### 2. BACKGROUND INFORMATION

- 2.1 At a meeting of the Regeneration and Planning Services Scrutiny Forum held on 14 June 2007, consideration was given to a wide range of information, extracted from various sources to assist in the formulation of the Forum's Draft Work Programme for the forthcoming year.
- 2.2 Prior to that meeting, myself the Scrutiny Manager and Scrutiny Support Officer also met with the Director of Regeneration and Planning, together with the Cabinet Member for Regeneration and Liveability, to receive their views in relation to suitable topics for inclusion into the Forum's Draft Work Programme.
- 2.3 The Forum has therefore considered a wide range of suitable topics for inclusion into the Forum's Draft Work Programme. **Table 1** overleaf details the Forum's suggested Draft Work Programme together with appropriate timescales to be considered by the Scrutiny Co-ordinating Committee.

**Table 1 – Regeneration and Planning Services Scrutiny Forum’s Draft Work Programme 2007/08**

TOPIC	DATE
<b>The Availability of Affordable Rented Accommodation in Hartlepool</b>  (Issue: To establish the depth of the problem in terms of the availability of good quality affordable rented accommodation in Hartlepool and recommend options to begin the process of increasing availability to meet demand)	July 2007 - December 2007
<b>Seaton Carew Regeneration Needs and Opportunities</b>  (Issue: To evaluate the effect of past investment in Seaton Carew and explore the area's future regeneration needs and opportunities)	January 2008 - April 2008

- 2.4 In addition to the above, the Forum have also acknowledged that throughout the 2007/08 Municipal Year it may be necessary to respond on an ad hoc basis to emerging issues which would be considered appropriate for a review to be undertaken.

### 3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Coordinating Committee approves the content of the Draft Work Programme of the Regeneration and Planning Services Scrutiny Forum for the 2007/08 Municipal Year, as outlined in Table 1.

**COUNCILLOR SHAUN COOK**  
**CHAIR OF REGENERATION AND PLANNING SERVICES SCRUTINY FORUM**

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## **BACKGROUND PAPERS**

The following background paper was used in the preparation of this report:-

- i) Briefing Note of the Scrutiny Support Officer entitled 'Determining the Forum's Work Programme' to the Regeneration and Planning Services Scrutiny Forum held on 14 June 2007.

## **SCRUTINY CO-ORDINATING COMMITTEE**

29 June 2007



**Report of:** Scrutiny Manager

**Subject:** UPDATED OVERVIEW AND SCRUTINY  
INTRODUCTORY GUIDE 2007/08

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### **1. PURPOSE OF REPORT**

- 1.1 To provide the Scrutiny Co-ordinating Committee (SCC) with the opportunity to consider the updated Overview and Scrutiny Introductory Guide for 2007/08.

### **2. BACKGROUND INFORMATION**

- 2.1 Over the last two years an Overview and Scrutiny Introductory Guide has been produced and circulated across the town in public buildings such as sports centres and libraries.
- 2.2 The purpose of this leaflet is to inform members of the public of the functions of Scrutiny, and of the role of this Committee and the four Scrutiny Forums. In addition, members of the public are notified of how they can get in touch with the Scrutiny Support Team if they want any further information about Scrutiny.
- 2.3 An updated version of the new Overview and Scrutiny Introductory Guide will be circulated at today's meeting. This guide follows a very similar format to the previous version, with the addition of detachable form for members of the public to fill-in and send to the Scrutiny Office if they have any suggestions for inclusion in the Scrutiny Work Programme.

### **3. RECOMMENDATIONS**

- 3.1 It is recommended that the Scrutiny Coordinating Committee:-
- (a) Notes the content of this report;

- (b) Considers the content of the updated Overview and Scrutiny Introductory Guide, to be circulated at this meeting; and
- (c) Notes that the Overview and Scrutiny Introductory Guide will be despatched to key stakeholders and public places for information.

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## **BACKGROUND PAPERS**

No background papers were used in the preparation of this report.